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Procurement February 2003

Procurement

MWR/VQ:

Manual purchase requisitions will be created at the activity level, including the approval process and will be forwarded to the regional office for processing into the SAP system.

Purchase orders (PO) will be prepared using the SAP system, signed by the Contracting Officer and forwarded to the vendor for processing. Copies of the purchase orders will be forwarded to the requesting activity and receiving agent.

Receiving information must be documented on the purchase order. Each line will be reviewed and a notation made to indicate quantity received.

Upon completion of receiving products/services, the document (purchase order) will be signed by the receiving agent with a receiving date noted. This document will be immediately forwarded to the regional accounting office for processing. If the receipt of shipment is a partial receipt, a notation should be made. Any invoices or delivery slips that may be received with the merchandise should also be forwarded to the regional accounting office.

The basic procurement steps for goods and services are:

Vendor master records must be created before a PO can be entered.

Manual Purchase Requisition

- Always created manually for MWR and VQ and follow the standard MWR/VQ business processes
- Created for all purchase orders

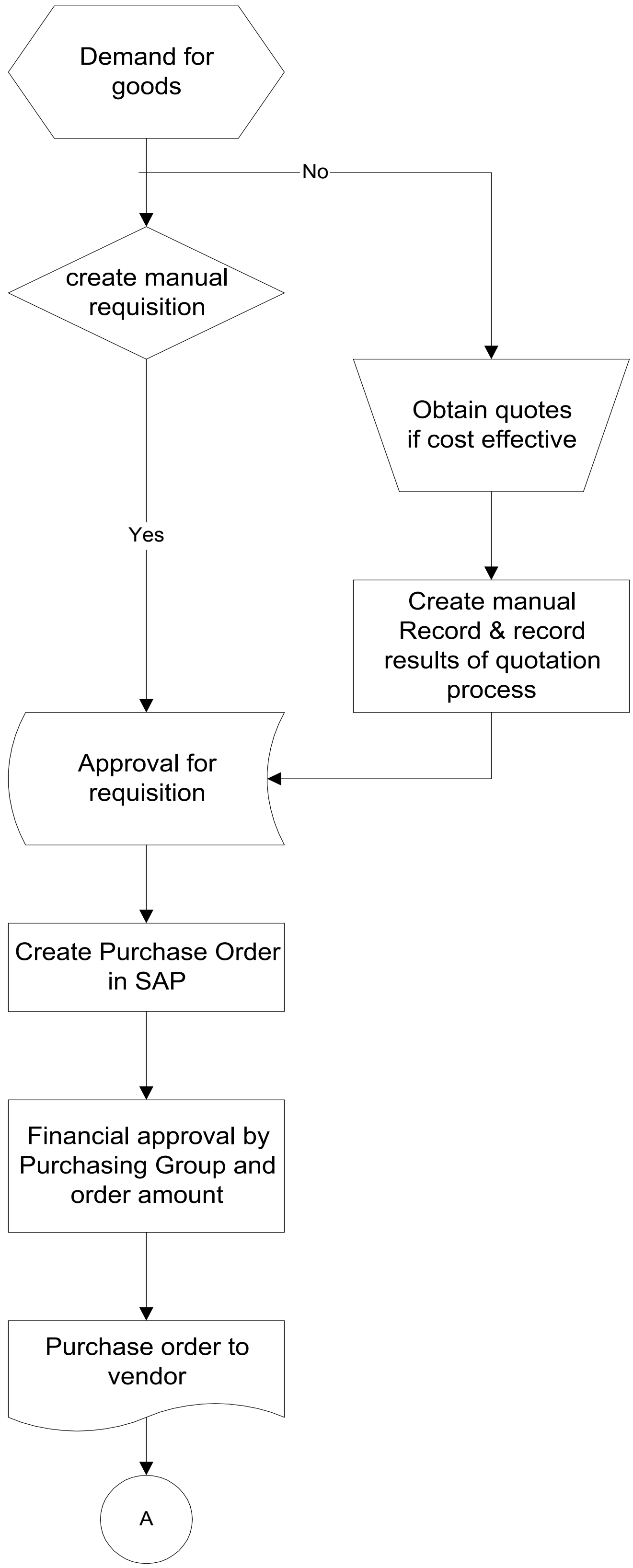
Approved Manual Purchase Requisition

- Are subject to financial authorization by the appropriate delegated authority
- Monitoring of purchase requisitions is, and will continue to be, a manual process

Purchase Order

- Approved Manual Purchase Requisition is entered by a procurement clerk into SAP to create a purchase order
- Monitoring of purchase orders will be an SAP process

Procurement process



Manual Purchase Requisition Required

Note: This is a manual process

Approved Purchase Requisition: The completed form (with proper approval) is forwarded to the regional accounting office by the Requisitioning Officer when a new Purchase Order is required.

Goods Receipt

- In MWR and VQ, goods receipts must be confirmed by the requisitioning officer prior to the goods receipt/PO form being forwarded to the regional MWR central accounting office.
- Goods receipts are entered into SAP at the regional MWR central accounting office by the accounts payable clerk.
- Goods receipt must match the purchase order.

Invoice Verification

- Invoice verification (entry of vendor PO-related invoices) will occur in the regional MWR central accounting office
- Vendor payment is always based on vendor invoice matching the goods receipt
- The invoice is usually entered into SAP by an accounts payable clerk

Three-way Match Overview

Procuring items done on a SAP purchase order is part of the three-way match process. In order for a purchase order to be paid, three things must occur:

Step 1:
The Procurement Technician must create the purchase order in SAP. In this step there is no accounting impact, although PO items are coded to the appropriate general ledger account, cost center, or asset.

Step 2:
The Accounts Payable Clerk/Receiving Agent must enter a goods receipt (GR) into SAP. In this step, the goods receipt will match up the information that was entered on the purchase order. If this is a partial shipment, the clerk may modify the quantity, which will leave the GR open until the rest of the shipment is entered. The General Ledger is automatically updated with the postings made to the general ledger, cost center, or asset account. The offsetting posting is made to a new account called the Goods Receipt/ Invoice Receipt (GR/IR) clearing account. This is known as the accrual liability account.

Credit	GR/IR 201010
Debit	An Expense Account [(701000 (Supplies), 151000 (Inventory), 1710000012 (Asset) Vehicle]

Step 3:

The Accounts Payable Clerk receives the invoice. Invoice Verification is the last step of the three-way match process. Transaction MIRO is used to enter the purchase order number and verify that the amount of the PO that appears on the screen is the amount being invoiced. MIRO must match what was entered at the purchase order level and goods receipt. You are authorized within AIMS/SAP to accept an up to a 5% variance between the price listed on the purchase order line item and the price appearing on the invoice from a **prime vendor except if the invoice relates to an asset purchase. No price variance is authorized for any other vendor invoice.** A price difference between the purchase order and the prime vendor’s invoice that is greater than 5% requires a purchase order modification (this necessitates a return to the Procurement office).

The following entry is posted, once the invoice is saved.

Credit	To the vendor “4/XXX” which in turn credits the correct GL account (201000/206000)
Debit	201010 - GR/IR Clearing Account

Vendor Master Data

This chapter discusses the process of creating a vendor master record as well as changing and displaying an existing vendor master record. Screen layouts vary depending on the account group assigned to the vendor. The Account Groups established for Morale, Welfare and Recreation and Visiting Quarters are:

Account Group	Description	Number Range for Account Numbers
CUSD	Petty Cash/Change/Unit Fund Custodians	1000000000 to 1099999999
EMPL	Employee Vendors	2000000000 to 2099999999
PRRF	Prize Winners/Refundees/FCC	3000000000 to 3099999999
TRAD	Trade Vendors	4000000000 to 4099999999

Vendor master records are comprised of at least two and up to three components:

General
Company Code
Purchasing

The **General** component of the master record stores information that does not change depending on the company code (base/fund). This includes the vendor's name, address, and bank details.

The **Company Code** component includes information such as the g/l reconciliation account, payment terms, and allowable payment methods. These two components must exist for all vendors.

The **Purchasing** stores information for use with purchase order, such as order currency (always USD) and delivery terms. Trade vendors will be the only types of vendors that will have this third master record component maintained. All other types of vendors will not be issued with purchase orders.

There are two types of vendors:

Trade
Non-Trade

Trade - Trade vendors will be created by headquarters. The account group that belongs to this type is TRAD. These vendors are usually used for procuring items.

Non-Trade - Non-trade vendors will be created and maintained locally by the MWR or VQ. The account groups that belongs to this type EMPL, PRRF, and CUSD. Examples of non-trade vendors are employees, custodians, family child care providers, refundees, prize winners and unit funds.

Vendor Master Data Request Form

This is a Manual Process

Trade vendors will be centrally created and maintained by MWR HQ.

Requests from the field for new Trade vendor creations (or changes) must be submitted via email, fax or phone on the Vendor Master Data Request Form (see below) to the Procurement Clerk/Accounts Payable clerk (Point of Contact-POC). The POC should review the completed form. Once the POC has reviewed the information & checked for duplicates, the request should be forwarded to headquarters to enter into SAP.

A request for a new Trade vendor should be submitted when bases/funds begin to procure goods and services from vendors that have never been used before. TradeVendor master records must exist in order for purchase orders to be created using that vendor. This form (see below) should be completely filled out (all fields noted as "required" must be completed when requesting a new vendor master record is created - failure to completely provide this information will prohibit the vendor record from being created!)

The Vendor Master Data Request Form (see below) is also used for the creation of or to make changes to Non-Trade vendors. The form must be submitted via email, fax or phone to the Procurement Clerk/Accounts Payable clerk (Point of Contact-POC). The POC should review the information and check for duplicates on the completed form before entering the new or updated information into SAP.

VENDOR MASTER DATA REQUEST

YOUR EMAIL ADDRESS HERE ( )

MWR/VQ COMPANY CODE: 1015 MWR NTC GREAT LAKES

Additional Company Codes:

MWR/VQ POC:

POC PHONE NUMBER:

ACTIONS

- (●) NEW
- ( ) CHANGE
- ( ) DELETE
- ( ) BLOCK
- ( ) UNBLOCK

AIMS ASSIGNED VENDOR NUMBER:

VENDOR NAME

ACCT GROUP

SEARCH TERM

VENDOR REMITTANCE ADDRESS:

Street:

Zip Code:

City:

State: AL ALABAMA

Phone Number:

FAX Number:

SSN: (1099 Vendors - individuals only)

1099 Code:

TIN/EIN: (1099 Vendors - corporations)

BANK INFORMATION (unless waiver has been granted)

Bank Name:

Bank Routing No.: (ABA Number- 9 digits ONLY)

Bank Account No.:

Type of Account: (Checking or Savings)

Bank Account Name:

RECONCILIATION ACCOUNT:

PAYMENT TERMS:

PAYMENT METHOD: (EFT unless waiver has been granted)

CORRESPONDENCE INFORMATION:

MWR/VQ Account Number w/Vendor:

MWR/VQ POC Name w/Vendor:

POC FAX Number:

POC E-mail Address:

Partner: Vendor Number: Partner Function:

PLEASE EMAIL TO: vendors@persnet.navy.mil

Vendor Categories/Groups

The categories listed below are to be used to identify each vendor for the purpose of "searching". The "search term" can be used to search through the database of vendor master records and locate a vendor that belongs to a certain category/group. These categories selected for each vendor should closely represent/or identify the type of vendor or type of product procured through the vendor. The following search terms have been identified (note the abbreviation in **BOLD** type represents how the search terms will be keyed into the AIMS system and is a standardized abbreviation to be used in all cases):

1. TRAD (TRADE)

F & B (food & beverage)
REC EQUIP (recreation equipment/rec resale items)
SUPPLIES (office, custodial and operational)
CONTRACTOR (aerobics instructors, officials, dance instructors, Taekwando instructors, etc.)
SERVICES (e.g. water delivery, plant maintenance, etc.)
ITT PREPD (ticket vendors, tour operators, bus companies, hotels, travel agencies, etc.)
ITT CONSGN (ticket vendors, tour operators, bus companies, hotels, travel agencies, etc.)
UTILITIES (e.g. telephone, cable, internet, cellular pager/phones, etc.)
PERIODICAL (magazines, subscriptions to newspapers)
AMENITIES (VQ only)

2. EMPL (EMPLOYEE)

EMPLOYEE (handwritten payroll or travel)

3. PRRF (PRIZE WINNERS, REFUNDEES, FCC, OTHER)

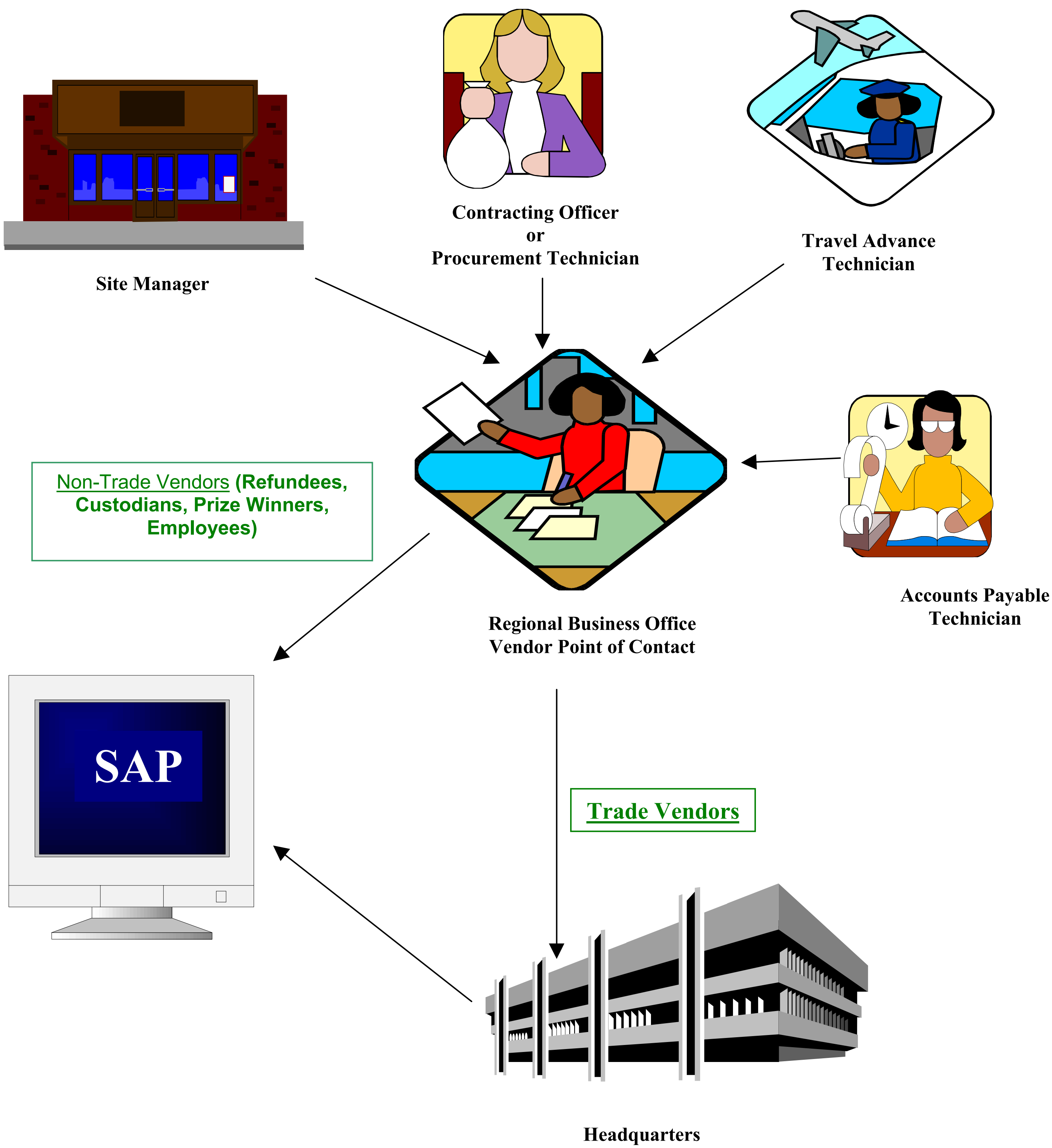
CUSTODIANS (Citibank only)
REFUNDS
PRIZES (for prizes such as tournaments, races, contests)
FCC (for FCC providers/Child Development Home Professionals)

4. CUSD (CUSTODIANS)

CUSTODIANS (petty cash /change fund)
UNIT FUNDS (commands and/or ships)

BOLD denotes the TEXT portion of the category we will use to encode the search term (abbreviated) into SAP. We only have a limited amount of space in the search term field so use the letters in **BOLD** to fill out the search term field - REMEMBER ALWAYS USE CAPITAL LETTERS!!

Vendor Creation Process



Create Vendor Master for Non-Trade Vendors (Custodians, Employee or Prize/Refundee/FCC Vendors)

Reminder: Non-trade vendors will be created and maintained locally by the MWR or VQ fund.

The following transaction should only be used for creating Custodians, Employees, Unit Funds or Prize Winners/ Refundees/FCC vendors. This process should NEVER be used for Trade Vendors

Requests for Non-Trade Vendors should be entered on the actual Excel vendor request form and emailed to the Non-Trade Vendor POC.

Creating Non-Trade Vendors:

NOTE: USE ALL CAPS WHEN ENTERING DATA

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING >ACCOUNTS PAYABLE > MASTER RECORDS > CREATE**

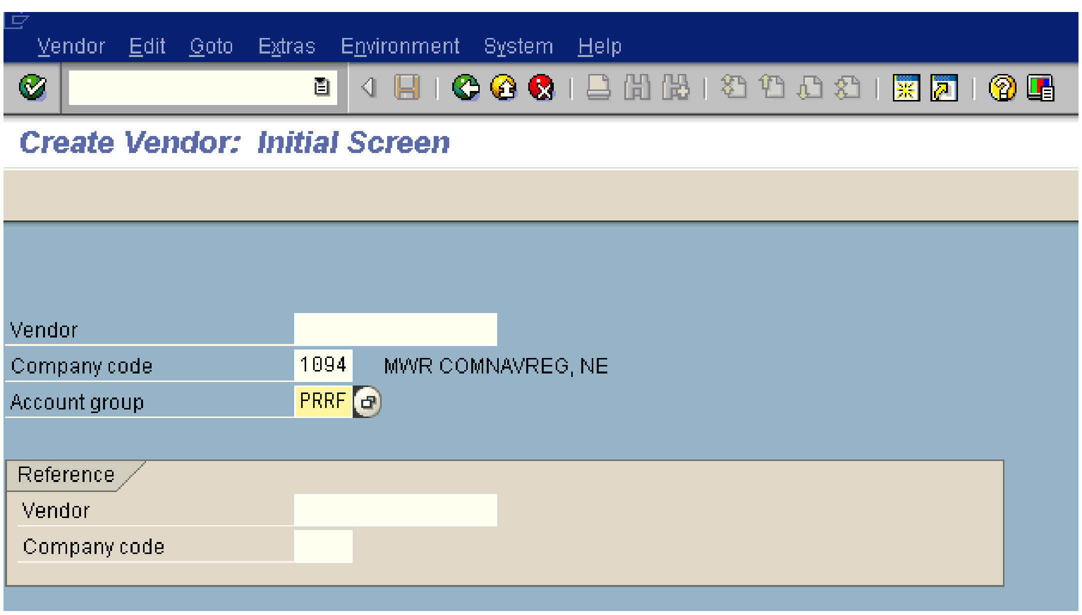
Transaction code**: FK01**

Screen 1: Create Vendor: Initial Screen

Field	Description/Usage
Vendor	Leave this field blank for account group CUSD and PRRF as the system will automatically assign an account number for the new vendor. For account group, EMPL, the vendor number will be externally assigned. The number will be a ten (10) digit number ALWAYS BEGINNING WITH "2" in the following format: 2 XXXX 0 XXXX CoCode ADP Employee File Number For an employee at Mayport (1019) with a employee file number of 1421 should be encoded as: 2101901421 When creating a GS employee vendor. Start with 99999 as your first GS Vendor and work your way back. Make sure you do a search to see which was the last GS employee created. EX: MWR Norfolk (1353). 2135399999, the next GS employee would be 2135399998, and so forth and so forth.

	When the HR module is implemented, the creation of employee vendors will become automated. Employee vendors will be automatically created through a program that accesses HR (human resources) data.
Company code	Enter the company code for the base/fund in which the vendor should be initially created.
Account group	**Enter the account group CUSD for Petty Cash; Change Fund and EMPL for Employees or PRRF for Prizewinners / Refundees/Family Child Care Providers, Citibank AO's.**

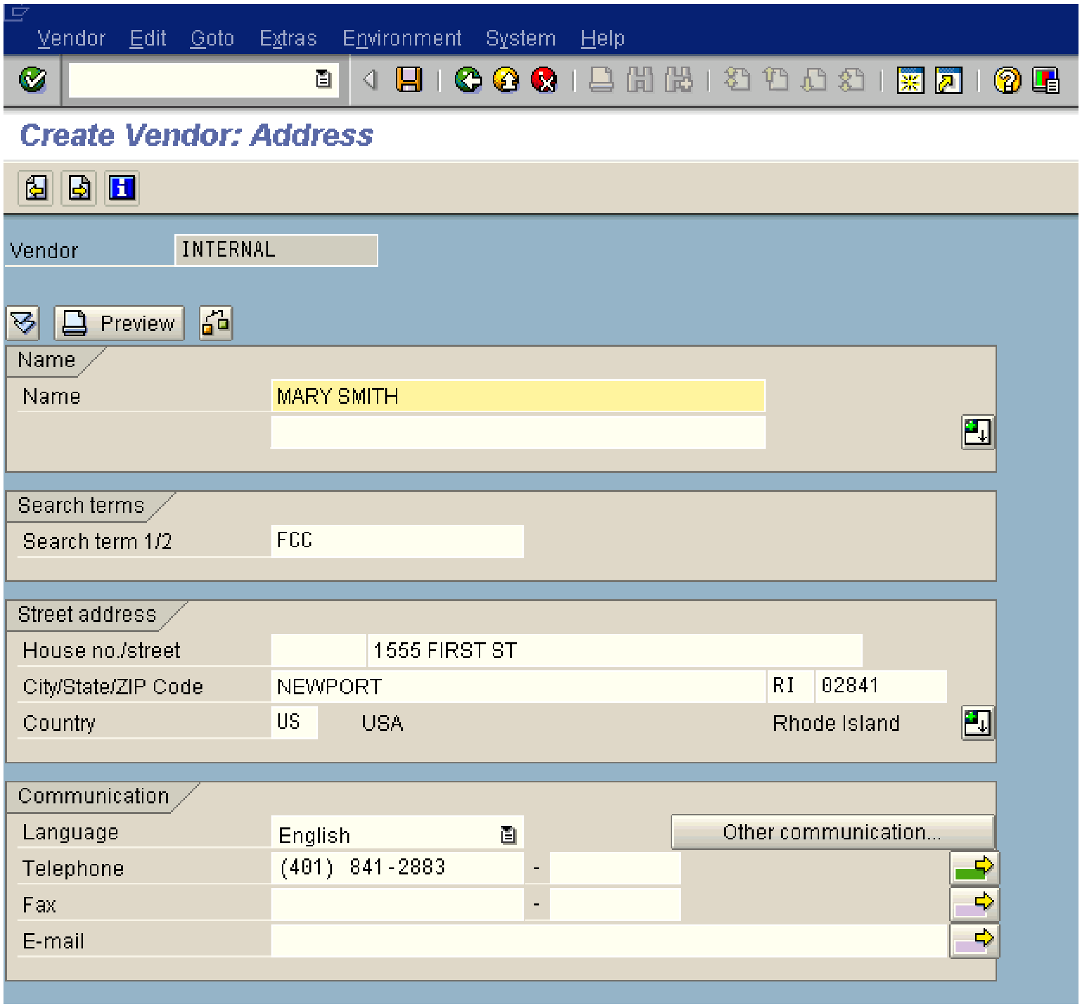
Press the **[Enter]** key or use the green check mark icon. 



Screen: Create Vendor: Address

Field	Description/Usage
Address:	
Name1	Name of vendor
Search Terms:	
Search Term ½ (used for Non-Trade Vendors)	**ACCT GROUP — SEARCH TERM ALLOWED** CUSD — CUSTODIANS, UNIT FUNDS EMPL — EMPLOYEE PRRF — CUSTODIANS, PRIZES, REFUNDS, FCC If different terms are entered, SAP will not allow you to create vendor, please note exact spelling is necessary.
House address:	
House no	Leave blank
Street	Street address of vendor (including Suite and Building number)
Ptlcd	Zip code
City	City
Region	State code
Country	US
Communication:	
Language	EN (English)
Telephone	Telephone, if any
Fax	Fax number, if any
E-mail	Email address, if any

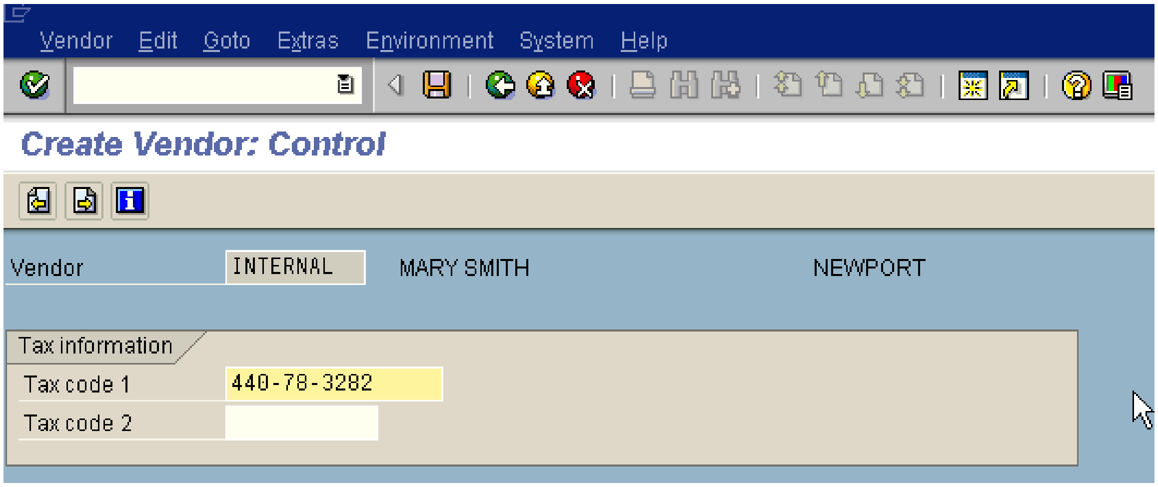
Press the **[Enter]** key or use the green check mark icon. 

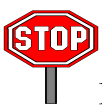


Note: If you enter a fax number for a vendor who has EFT information be sure to click on the green arrow and fill in "EFT FAX" under the comments column.

Screen: Create Vendor: Control

Field	Description/Usage
Tax Information: Use only one	
Tax code 1	Individual tax code (SSN number) – IMPORTANT FOR BINGO PRIZE WINNERS WHERE ONE BINGO GAME WINNINGS TOTAL OVER $1200.00. ALSO IMPORTANT FOR FAMILY CHILD CARE PROVIDERS WHERE A SUBSIDY OR USDA IS PAID!!





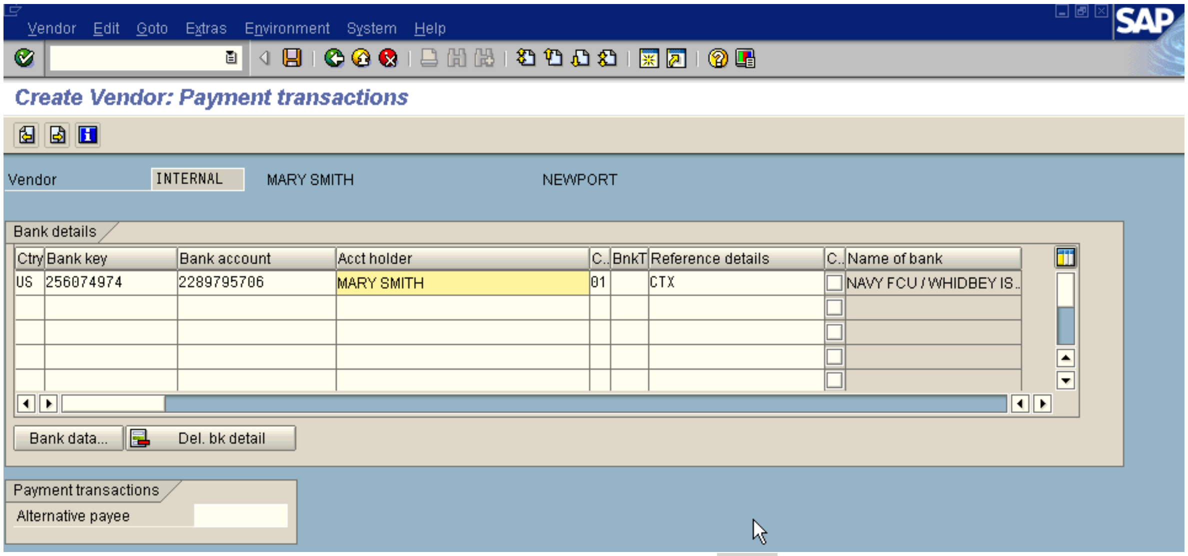
Press the **[Enter]** key or use the green check mark icon. 

Warning: Data accuracy for the next section of information is very important. Enter all information exactly as described below. If the EFT data file does NOT function properly for a particular vendor, always check that the master data stored in this section is accurate, this is the most likely cause of EFT data file failures. Note that the fields marked, as mandatory below are not actually mandatory in the system and it will not be enforced by the system. In fact, all bank details fields are optional (to allow vendors without EFT capability to be created). However, if utilizing EFT (for employee vendor type) you MUST complete all fields identified as required for the EFT payment program to work properly.

Screen: Create Vendor: Payment Transactions

Field	Description/Usage
Bank details:	
Ctry	US – Country of origin
Bank key	Enter the routing number for the bank account. This routing number must be ACH compatible. The system will validate the bank key enter against a table of valid values.
Bank account	Bank account number. REQUIRED
Acct holder	Vendor's account name REQUIRED
CK	01- Check account; 02 – Savings account (important for EFT) REQUIRED
BnkT	Leave this field blank at all times.

Reference details	Enter **CTX** in this field. This specification is **VERY IMPORTANT.** Without this the vendor will NOT get paid
CollectAut.	Leave blank
Name of bank	System will default the bank name in this field when you hit enter.
Payment transactions:	
Alternative Payee	Leave this field blank

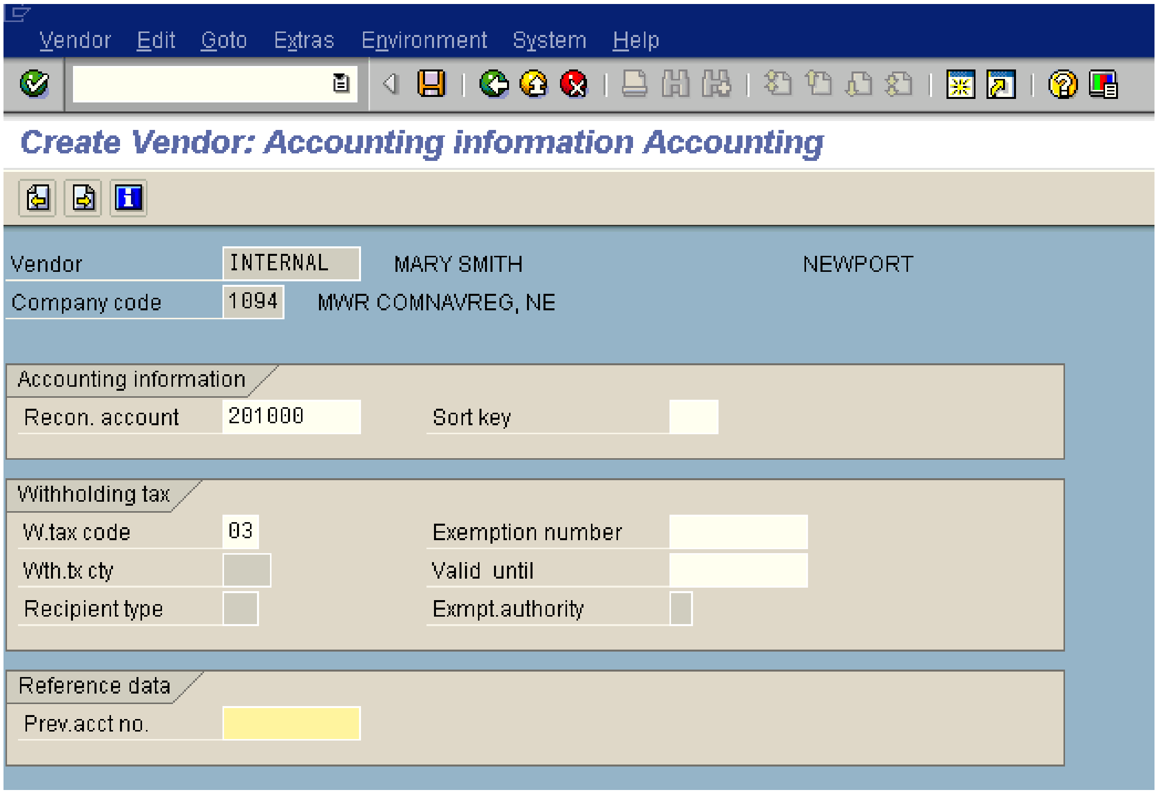


Press the **[Enter]** key or use the green check mark icon. 

<u>Screen: Create Vendor: Accounting Information Accounting</u>

Field	Description/Usage
Accounting Information:	
Recon. account	The valid reconciliation accounts for custodians, unit funds, employee and prize winners/refundee vendors is 201000 Payables.
Sort key	Leave this field blank.
Withholding tax: NOTE: IF accounting group is CUSD this section will not appear.	
W. tax code	Enter the withholding tax code for those vendors that are subject to 1099 reporting. The tax codes that appear in the search help list represent 1099 reporting categories. Prizes, awards (used for Bingo) 07 Non-employee compensation
Exemption number	If the vendor is normally subject to 1099 reporting, but has an exemption certificate, enter the certificate number in this field.
Valid until	Enter the exemption certificate expiration date.
Reference data:	
Prev. acct no	Leave blank

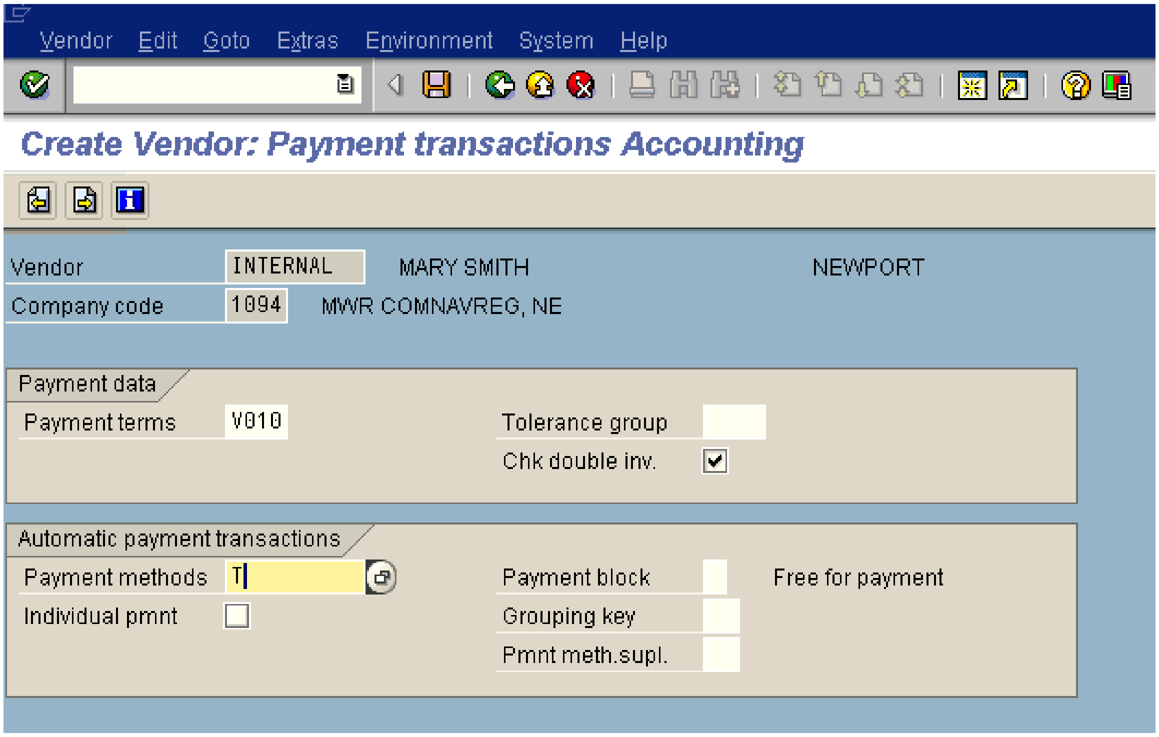
Press the **[Enter]** key or use the green check mark icon. 



Screen: Create Vendor: Payment Transactions Accounting

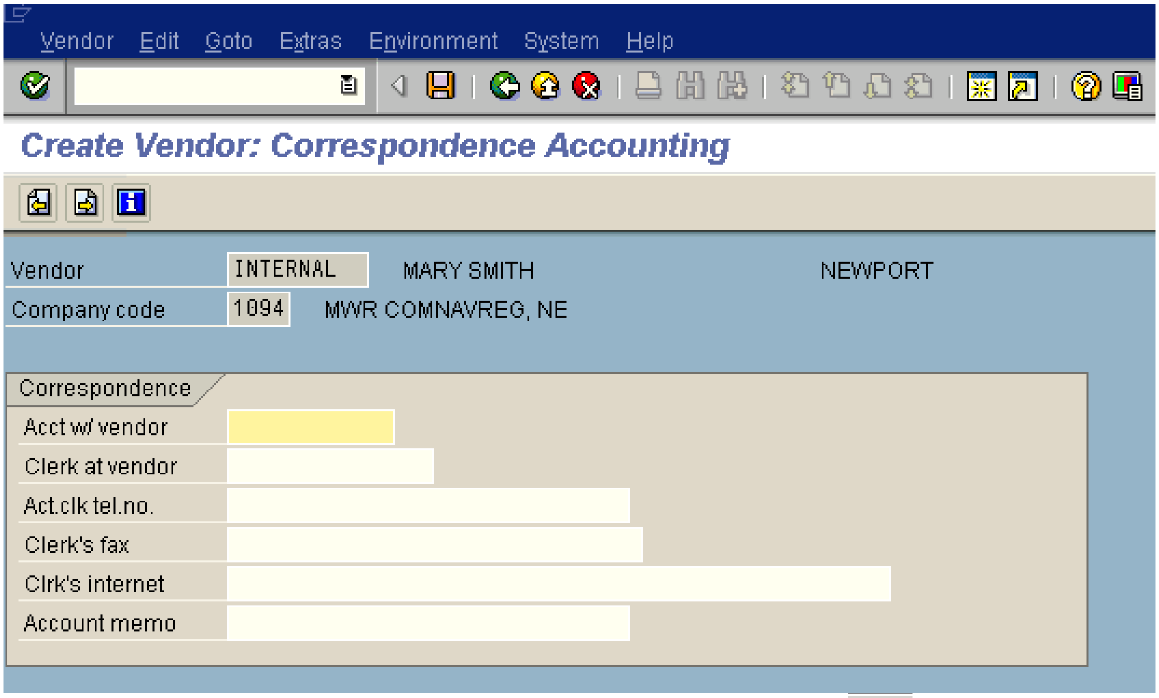
Field	Description/Usage
Payment data:	
Payment terms	Enter payment terms code in this field.
Tolerance group	Leave this field blank
Chk double inv.	**Always flag this checkbox**, as this will activate duplicate invoice checking during invoice entry. The system will determine whether a duplicate invoice exists by checking the reference document number (vendor's invoice number) against existing values for that vendor.
Automatic payment transactions:	
Payment methods	If bank details for the vendor have been maintained (i.e. the vendor has provided EFT details), enter payment method "**T**" (EFT) in this field. If the vendor is still to be paid by check, enter payment method "**C**"(Check).
Individual pmnt	Leave blank
Payment block	Leave blank
Grouping key	Leave blank
Pmnt meth. supl.	Leave blank.

Press the **[Enter]** key or use the green check mark icon. 



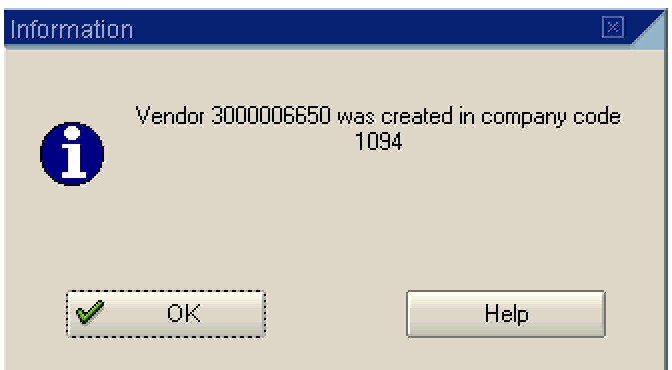
Screen: Create Vendor: Correspondence Accounting

Field	**Description/Usage**
Correspondence:	
Acct w/ vendor	Enter MWR's account number with the vendor if available.
Clerk at vendor	Enter the name of point of contact at vendor.
Act.clk tel.no.	Enter the contact's telephone number
Clerk's fax	Enter the contact's fax number.
Clrk's internet	Enter the contact's email address.
Account memo	Enter a memo regarding the vendor's account contact information if desired.



To save the vendor master records you have just created, click on .

The system will issue the vendor's new account number in a screen message.



Change the Vendor Master

This procedure enables values of certain fields to be changed on the vendor master record.

Custodian/Employee/Prize Winner Vendors (Field)

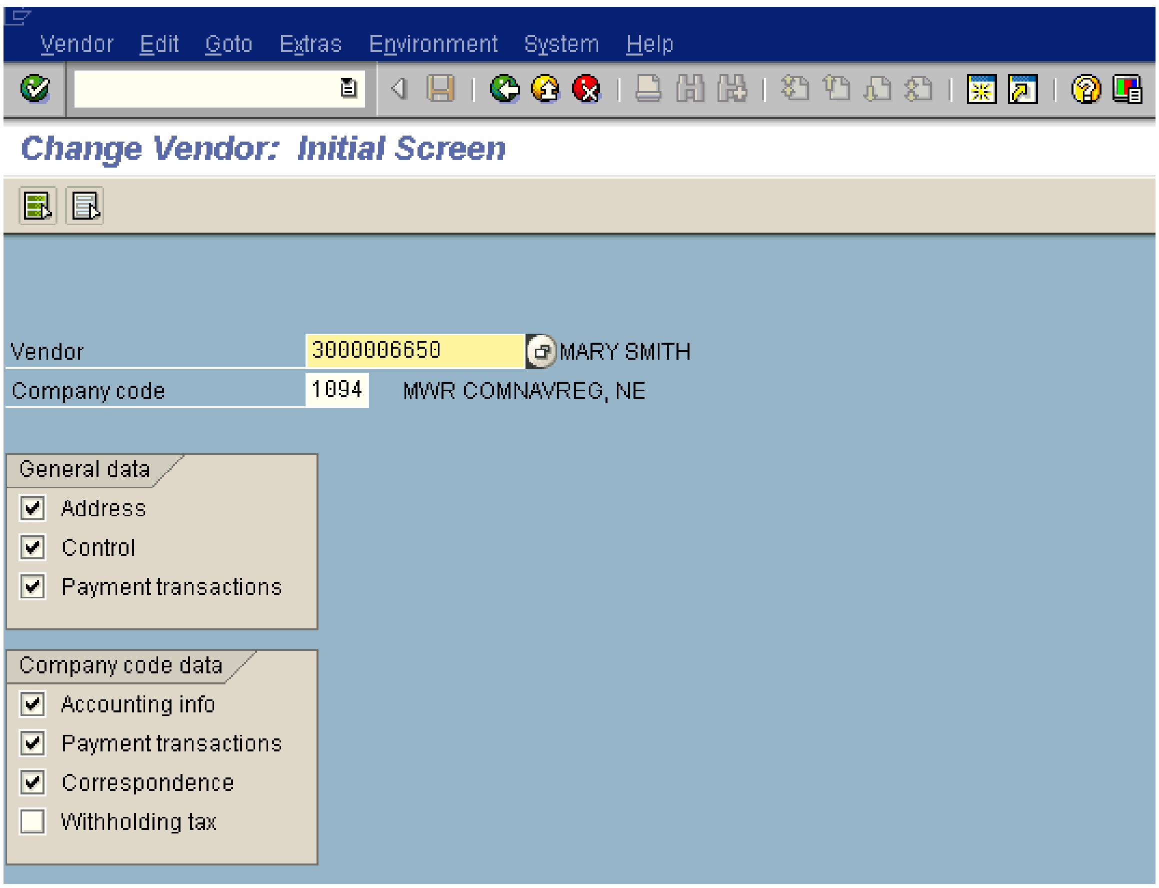
Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > MASTER RECORDS > CHANGE**

Transaction code: **FK02**

Screen: Change Vendor: Initial Screen

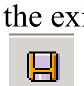
Field	Description/Usage
Vendor	Enter the vendor account
Company code	Enter the company code for the base/fund in which the vendor is to be changed

Select all boxes by clicking on the green page icon on the left top corner



Press the **[Enter]** key or use the green check mark icon. 

Make the required changes by over-typing the existing information or adding new details.

To save the changes click on the Save icon .

Display Vendor Master Record for Non-Trade Vendors

The following procedure is used to display a vendor master record for ***Non-Trade*** *Vendors*

NOTE: Please keep in mind that social security and tax identification information, as well as bank account data is sensitive information. Treat this information with care and be sure access to such information is limited.

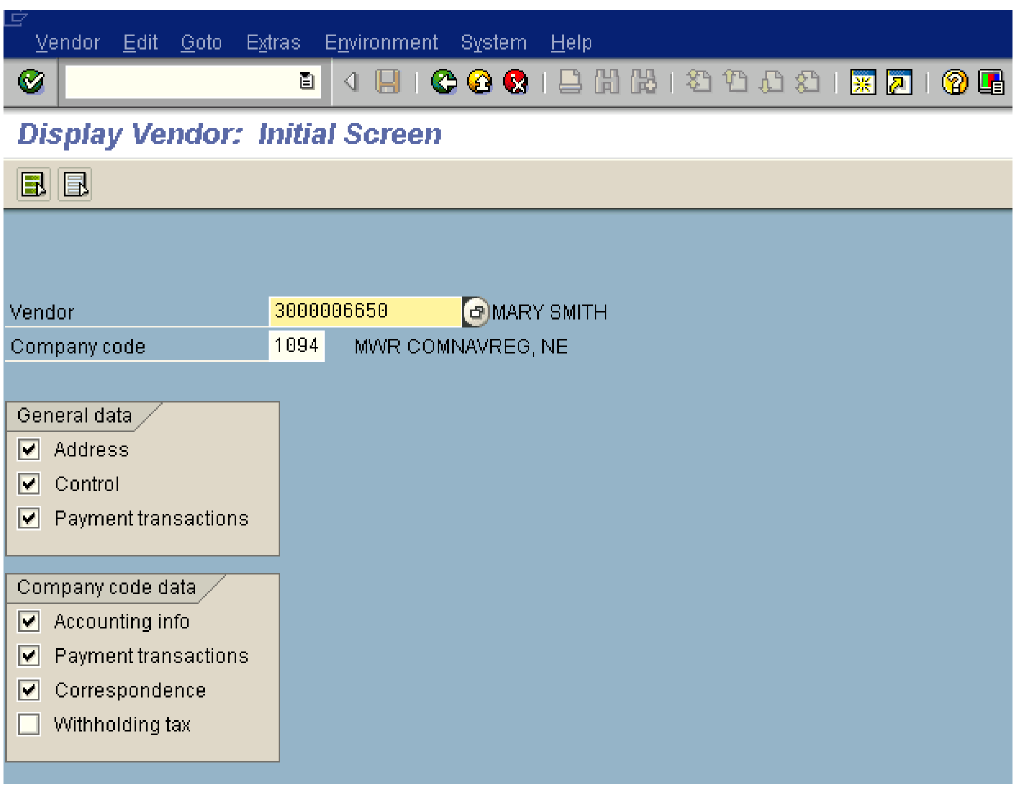
Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > MASTER RECORDS > DISPLAY**

Transaction code: **FK03**

Screen: Display Vendor: Initial Screen

Field	Description/Usage
Vendor	Enter the vendor account number
Company code	Enter the company code

Select all boxes by clicking on the green page icon on the left top corner.



Press the **[Enter]** key or use the green check mark icon.

View existing vendor information.

To exit, click on .

*The following procedure is used to display a vendor master record for **Trade** Vendors*

Display the Master Record for Trade Vendors

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > MASTER RECORDS > MAINTAIN CENTRALLY > DISPLAY**

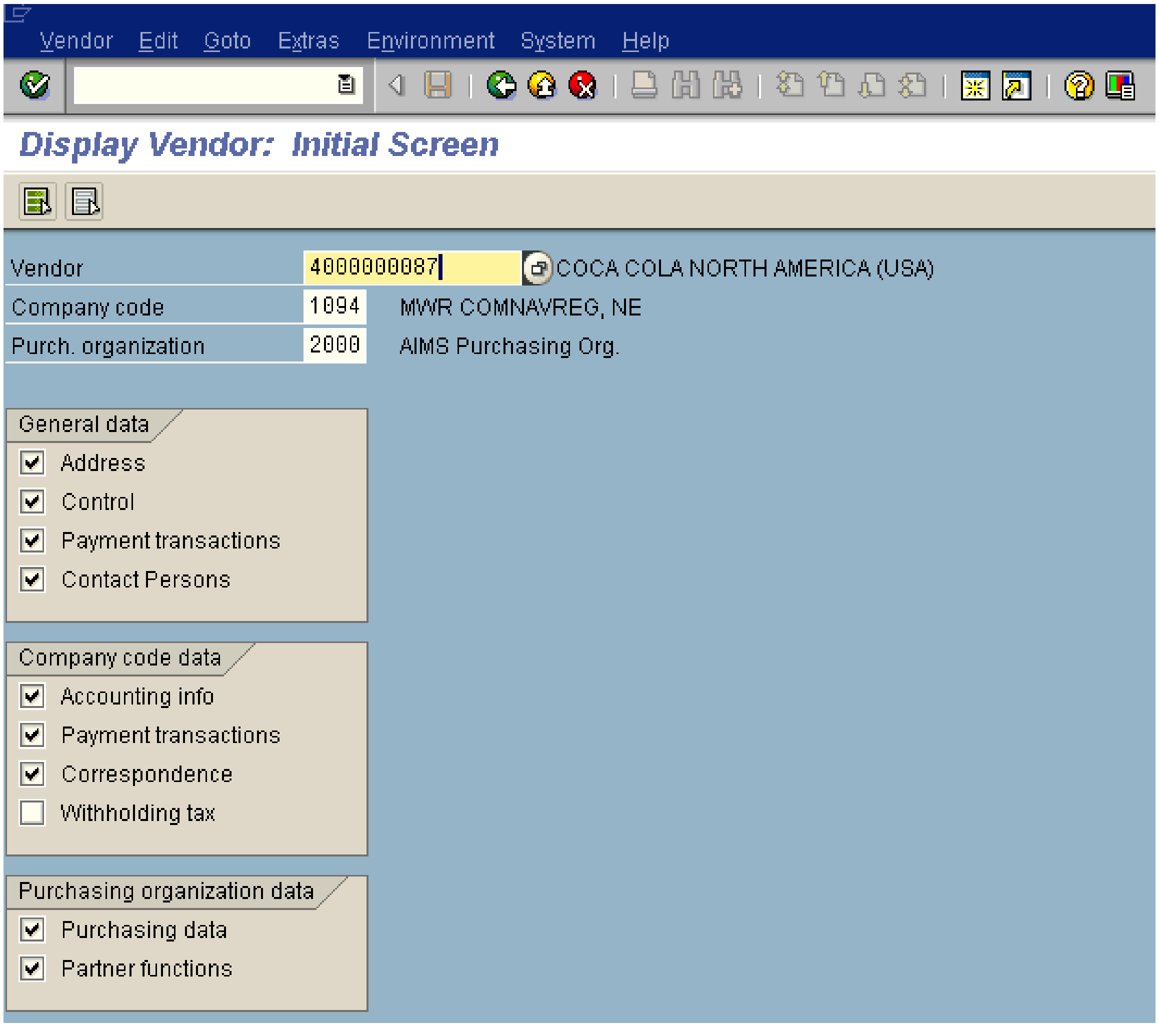
Transaction code: **XK03**

Screen: Display Vendor: Initial Screen

Field	Description/Usage
Vendor	Enter the vendor account number
Company code	Enter the company code
Purch. organization	Purchasing organization is always 2000.

Select all boxes by clicking on the green page icon on the left top corner.

Press the **[Enter]** key or use the green check mark icon.



To exit, click on .

Display Changes Made To Vendor Master

This procedure is used to display changes made to fields on the vendor master. The system logs all changes to master records, including what was changed (e.g., old and new values); user changes; and dates and time the change was made. This provides a complete audit trail.

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > MASTER RECORDS > DISPLAY CHANGES**

Transaction code: **FK04**

Enter vendor number and click

The change record for the vendor master record is displayed.

To exit, click on .

Block/Unblock Vendors

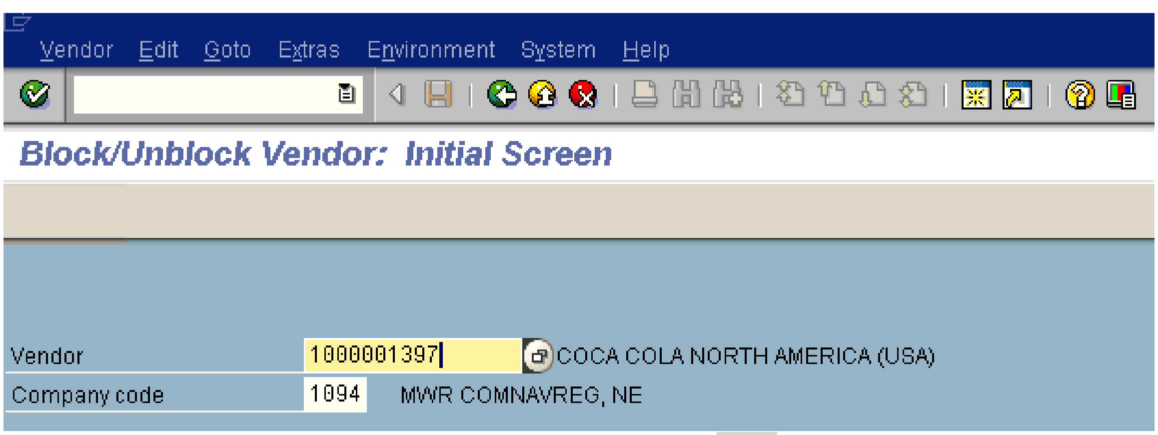
This system task is used to block or unblock vendors for posting. Blocking a vendor refers to the process where a restriction can be placed on the vendor to prohibit payment from being generated (no matter the due date requirements). This process can be used in cases where there may be a dispute or disagreement with a vendor or in cases where follow-up is required on the open item and payment should NOT be made until the investigation is complete.

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > MASTER RECORDS > BLOCK/UNBLOCK**

Transaction code: **FK05**

Screen: Block/Unblock vendor: Initial Screen

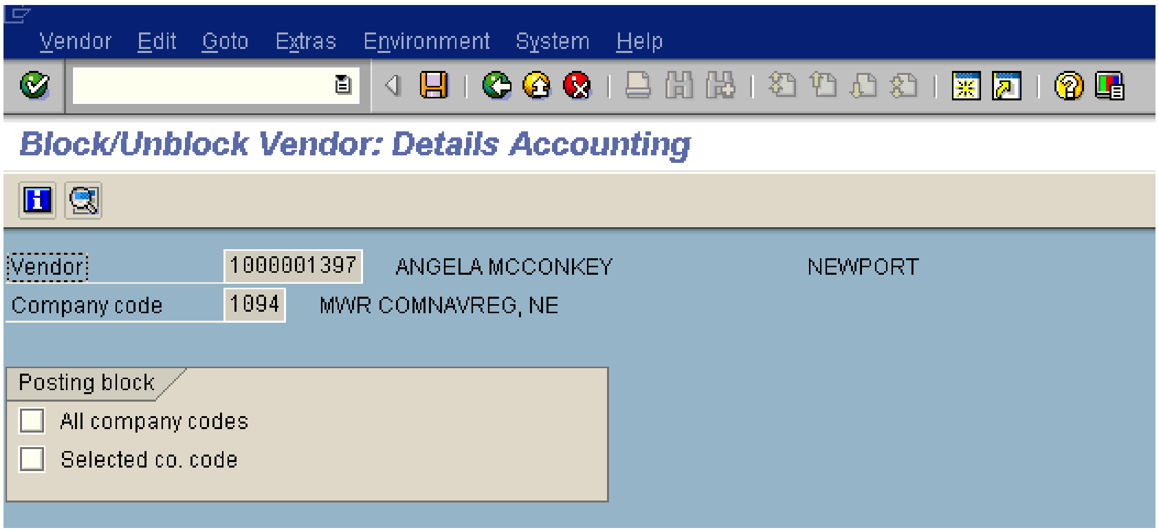
Field	Description/Usage
Vendor	Enter the vendor account number to be blocked or unblocked for posting.
Company code	Enter the company code for the base/fund in which the vendor is to be blocked or unblocked for posting.



Press the **[Enter]** key or use the green check mark icon.

Screen: Block/Unblock Vendor: Details Accounting

Posting block:	Description/Usage
All company codes	Flag this indicator to block postings to this vendor in all company codes (bases/funds).
Selected co. code	Flag this indicator to block postings to this vendor in the company code specified on the previous screen. **MWR FIELD USERS CAN ONLY BLOCK VENDORS IN THEIR OWN COMPANY CODE!!!**



To save the changes click on the Save icon .

Mark Vendor for Deletion

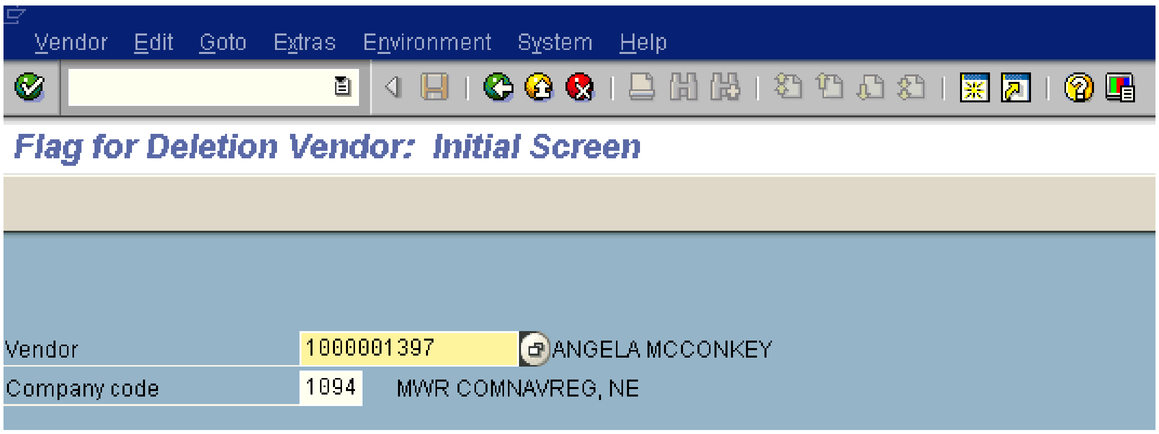
Prior to deleting a vendor, ensure that there are no open transactions on the account. A vendor to be marked for deletion should have previously been blocked for posting, in order to prevent new open items being posted to the vendor sub-ledger. This procedure only marks the vendor master record for deletion; it does not actually delete the record from the database. The archiving process will search for all vendors marked for deletion and purge them from the database (after making the suitable archive file). The archive process will not purge any vendor master record that contains open items against it.

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > MASTER RECORDS > MARK FOR DELETION**

Transaction code: **FK06**

Screen: Flag for Deletion Vendor: Initial Screen

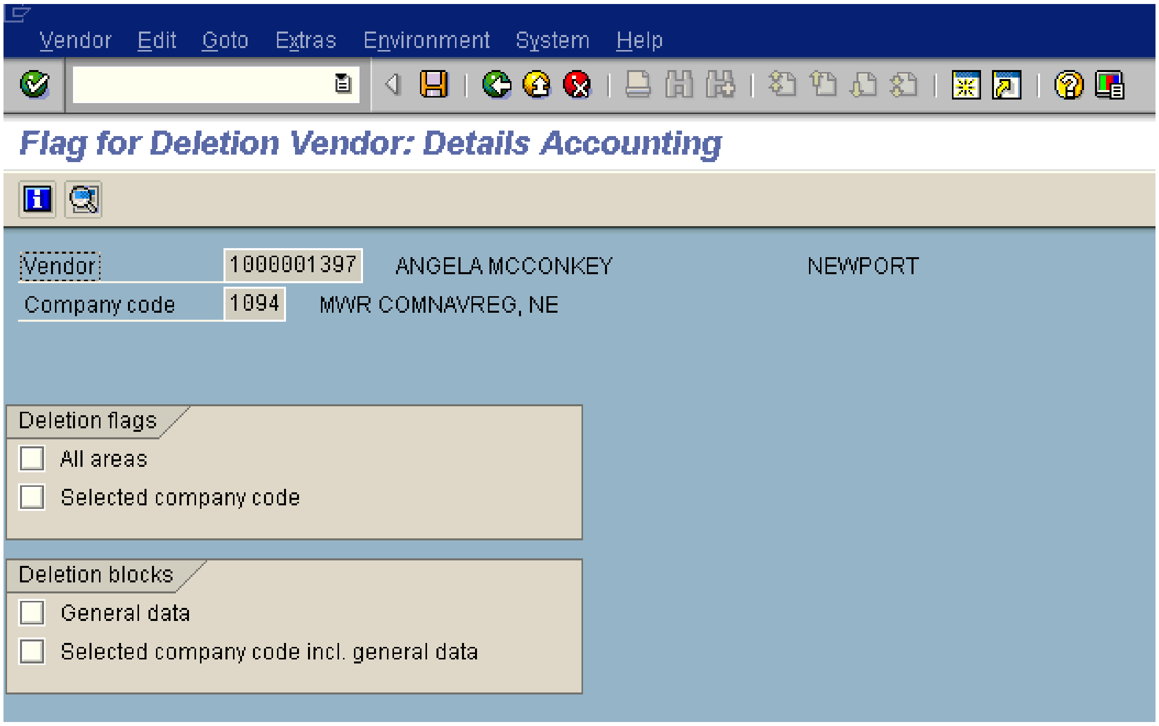
Field	Description/Usage
Vendor	Enter the vendor account number to be deleted
Company code	Enter the company code for the base/fund in which the vendor is to be deleted



Press the **[Enter]** key or use the green check mark icon. 

Screen: Flag for Deletion Vendor: Details Accounting

Field	Description/Usage
Deletion flags:	
All areas	Flag this indicator to mark this vendor for deletion in all company codes (bases/funds).
Selected company codes	Flag this indicator to mark this vendor for deletion in the company code specified on the previous screen. **MWR FIELD USERS CAN ONLY MARK FOR DELETION VENDORS WITHIN THEIR OWN COMPANY CODE!!**
Deletion blocks:	
General data	Leave blank
Selected company coed incl. General data	Leave blank



To save the changes click on the Save icon .

STEP 1 OF THE THREE WAY MATCH PROCESS:

Create Purchase Order (For Inventory, Supplies, Services, Prepaid Tickets, Consignment and other "Stock" Inventory)

This transaction should be used for creating **perishables/services/consumables and prepaid/ consignment item** purchase orders.

Menu Path: **LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDERS > PURCHASE ORDER > CREATE > VENDOR KNOWN**

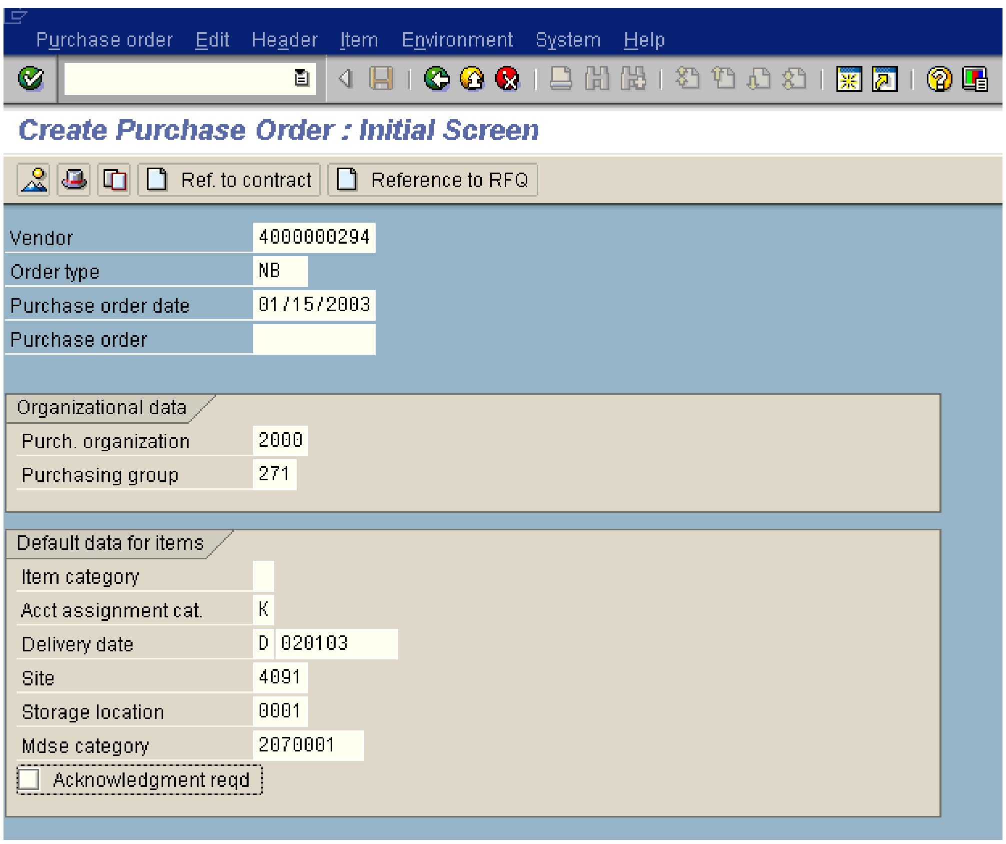
Transaction Code**: ME21**

Screen 1: Create Purchase Order: Initial Screen

Field	Description/Usage
Vendor	Enter the vendor account number for which the purchase order will be issued. Note that if the vendor has never been used before, a vendor master record must have already been created. MWR HQ will create vendor master records on a request basis.
Order type	Enter order type NB for Purchase Orders under $25K, or enter order type NA for Purchase Orders over $25K
Purchase order date	Enter the date for the purchase order.
Purchase order	Leave this field blank. System will assign a purchase order number automatically.
Organizational data	
Purch. organization	Always use purchasing organization 2000, which is the only valid MWR and VQ Purchasing Organization.
Purchasing group	Enter the appropriate purchasing group
Default data for items	
Item category	Leave blank
Acct assignment Cat.	Enter one of the following necessary account assignment category: **K** – Cost center procurement (used for non-asset based procurement) **S** – USA Program (used to identify those items to be USA'd) **F** – Internal order and cost center procurement (used when procuring for a special event that will be tracked using an internal order) **A** - Asset (see section on creating PO for Assets)
Delivery date	Enter the desired delivery date.

Site	Enter the site code for which the requisitioned items are being procured.
Storage location	Leave default numbering
Merchandise category	Enter the appropriate merchandise category for the items being procured: 2050001 TEXT RENTALS 2070001 TEXT SUPPLIES/SERVICES
Acknowledgement reqd	Check this indicator if each purchase order item is to be acknowledged by the vendor.

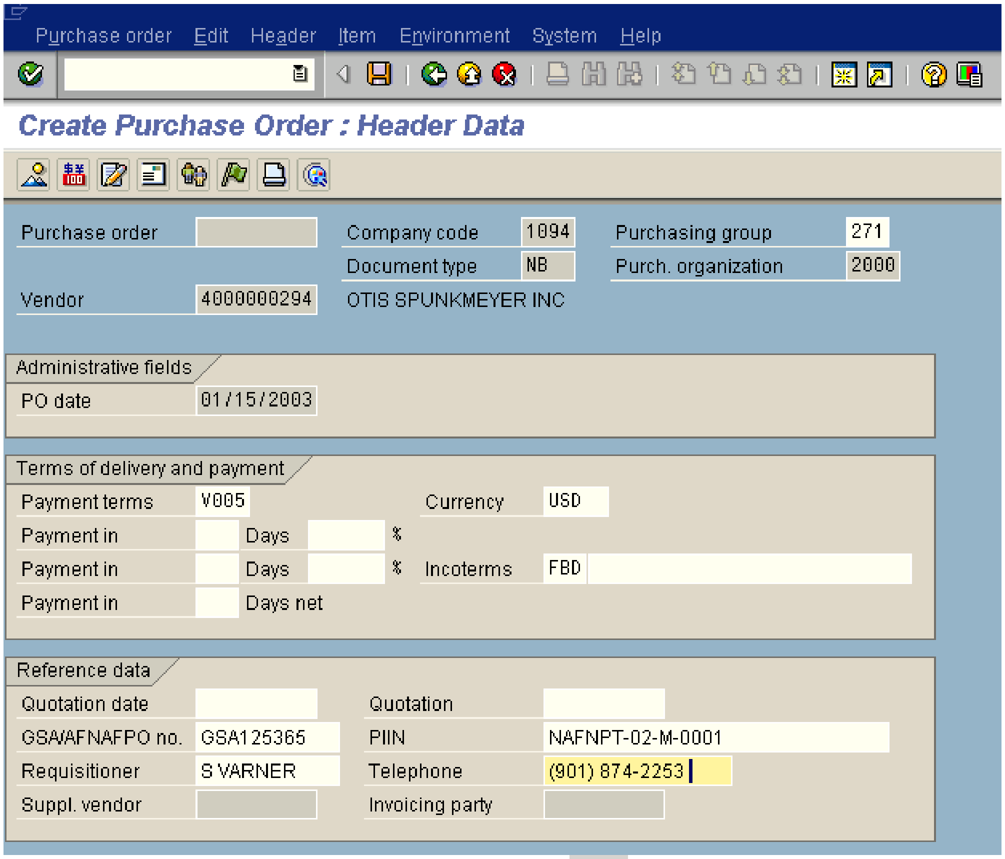
Press the **[Enter]** key or click the green check mark  to continue.



Screen 2: Create Purchase Order: Header Data

Terms of delivery and payment	**Description/Usage**
Payment terms	This field comes in automatically from the vendor master record. However, it may be changed should there be an exception to the purchase order being created.
Payment in %	Enter special payment terms given to a particular purchase order.
Payment in %	Enter special payment terms given to a particular purchase order.
Payment in / Days net	Enter the days that the net amount needs to be paid in under a special set of payment terms.
Incoterms	This field represents shipping terms. Shipping terms normally used **"free on board - destination"(FBD) or "free on board-shipping point" (FBS). The second field should be used to define the BASE location of the delivery destination (i.e. Naval Station XYZ)**
Reference data	
Quotation date	Enter the date the quotation was given if applicable.
Quotation	Enter the number of the quotation if applicable.
GSA/AFNAFPO no.	This field is used for AFNAFPO contract number or GSA contract number. For **AFNAFPO** enter all of the alphanumeric digits following the "F", excluding the dashes. The PO will automatically print the "F". Ex: if AFNAFPO is F41999-98-D-6012, you would enter 4199998D6012 (all digits except the "F" and the dashes) For **GSA** enter all digits excluding the dashes. Ex: if GSA is GS-35F-0001G, you would enter GS35F0001G (all digits except the dashes) This field is **required**. If you do not have a GSA/AFNAFPO number you **must** enter a period. Do not enter any other information in this field.
PIIN	Enter the 16 digit PIIN number including dashes. Ex: HDQMWR-02-M-0001 This field is **required**. If you do not have a PIIN number you **must** enter a period. Do not enter any other information in this field.
Requisitioner	Enter your own name or the Requisitioning Officer (Activity

	Manager)
Telephone	Enter your telephone number or that of Requis. Officer. The number should be in the following format **ALWAYS** (901) 685-9696.

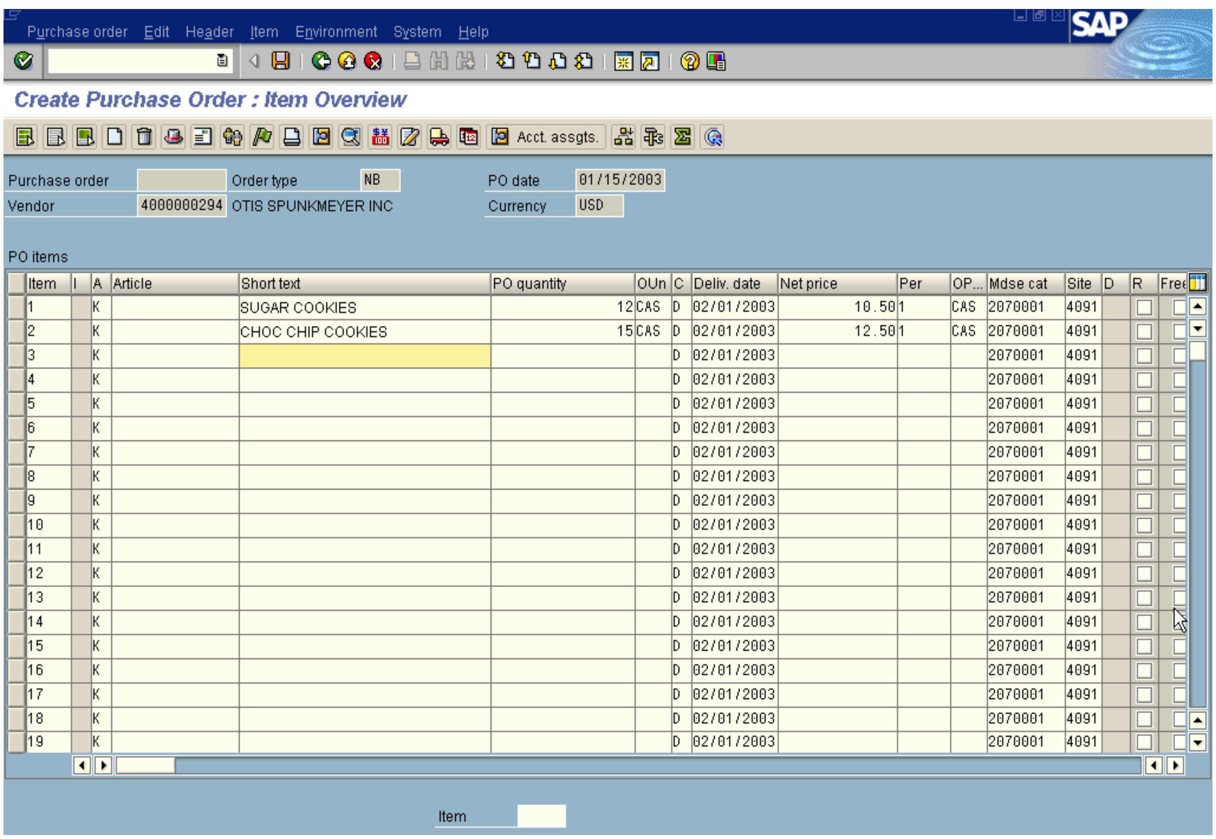


Press the **[Enter]** key or click the green check mark  to continue.

Screen 3: Create Purchase Order: Item Overview

Field	**Description/Usage**
Article	Leave blank.
Short text	Enter the appropriate reference short text description.
PO quantity	Enter the appropriate number of items ordered.
OUn	Order unit (i.e. EA for each)
Deliv. date	If you selected a delivery date in the document header, the date will carry over to all line items. If not enter date of delivery, or system defaults today's date.
Net price	Enter net ordered price
Per	Value specifying for how many units of the OPU (order price unit) the price is valid.

OPUn	Order price unit. Order price units and Order units are often identical. However, you may purchase items that are priced (for example) by the case, but are purchased by individual unit. In these instances, you will be prompted to provide the system with a conversion of the individual unit to case. For example, you may buy wine by the bottle, but it is priced by the case – you must provide the conversion amount of bottle to case (usually 12 bottles to a case).
R (Returns)	Check this box if the item is being returned to the vendor.
Free	Check this box if the item is of no cost. For example if a vendor offers a “Buy ten get one free” special, ten items should be purchase on one line and the free item should be on another line and checked as Free.

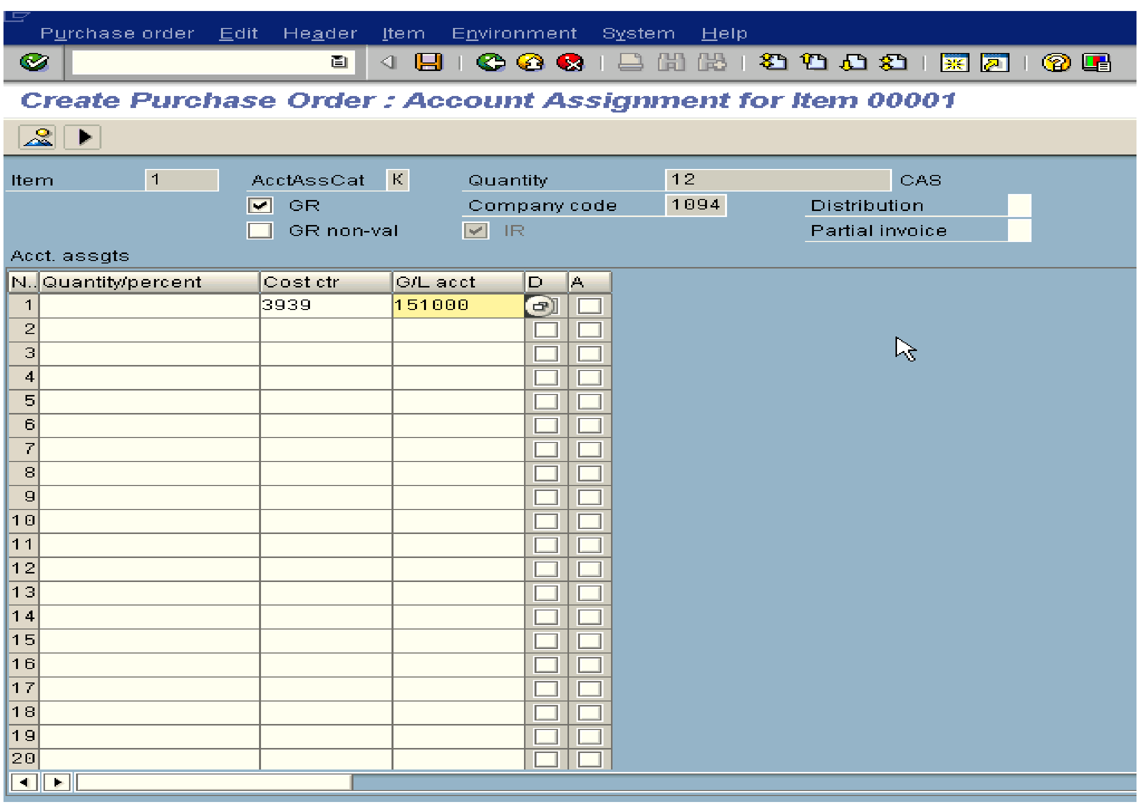


Press the **[Enter]** key or click the green check mark  to continue.

Screen 4: Create Purchase Order: Account Assignment for Item XXXXX

Field	Description/Usage
GR	Leave default
GR non-val	Leave default
Distribution	Leave default
Partial invoice	Leave default
Quantity/percent	Leave Blank
Cost ctr	Enter the **cost center** to which the PO item costs should be expensed.
G/L account	Enter the g/l account to which the PO item costs should be coded. ***Remember if you are procuring an item you want to be "USA'd" you must use the "S" as account assignment category and encode the item to the original expense account (e.g. 701000, 686000, 703000, etc.) Do NOT enter USA Offset account number in this field – you will receive an ERROR!***
D	To delete an account assignment line item, flag the corresponding deletion indicator. Press **[Enter]** to actually delete the line item.
A	Flag this indicator to display further information on an account assignment.

To go to the next item click  **Do Not Hit Enter**



To review the entries go to .

To save, click the icon .

OR

To add **additional information** like delivery address or freight before saving click  to return to the previous screen.

Now select the PO item by clicking once on the line itself to add further details.

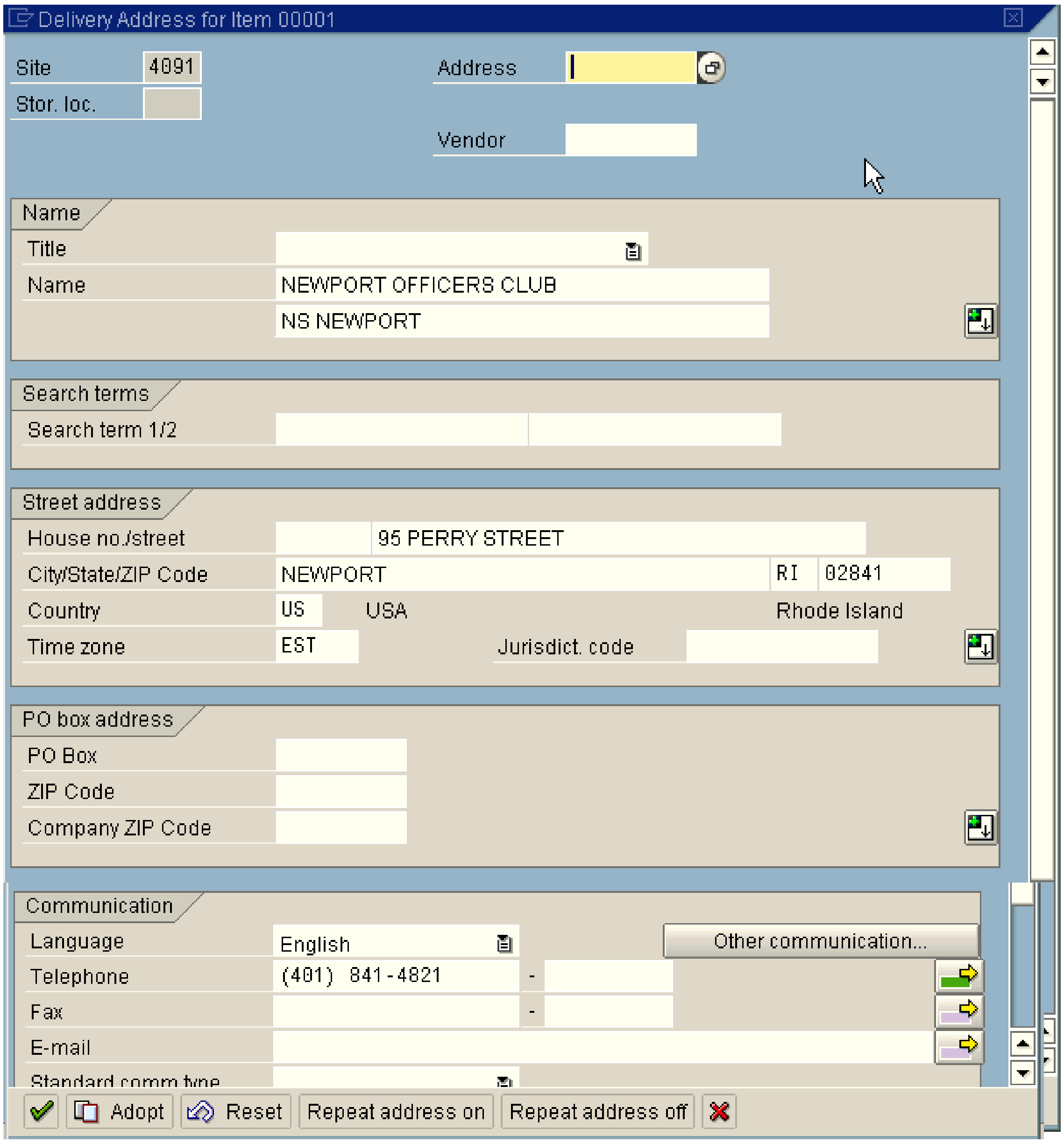
ADDING DELIVERY ADDRESS

To add a delivery address to the PO line item, first select the line item. Next, you may use the Menu Bar path: **Item > More functions > Delivery address** or click this icon .

Screen 1: Delivery address for item XXXXX

Field	Description/Usage
Address (Truck Icon)	The delivery address will default from the site's master record. If an alternative address is needed for delivery you may type this in manually or use the drop down menu. Otherwise, leave blank. If the delivery address will be used regularly, contact the system administrator to request that the delivery address be created in the system and accessed through the pull down menu at the top of the screen.
Vendor	Leave this field blank.
Name	
Title	Enter the title of contact person if appropriate.
Name	Enter the name of contact person. This field must always be filled.
Search terms	
Search term 1/2	Leave this field blank.
Street Address	
House no.	Leave this field blank.
street	Enter the street address, including the building number and suite number.
City	Enter the city.
State	Enter the state code in this field.
Zip code	Enter the ZIP code of the delivery address.
Country	The country always defaults to US
Time zone	The system default value can be accepted.
Jurisdict. code	Leave this field blank as MWR and VQ do not charge or pay sales taxes.
PO Box Address	
PO Box **Zip Code** **Company Zip code**	Leave these fields blank.
Communication	
Telephone	Enter the telephone number of contact person for the delivery.
Fax	Enter the fax number of contact person for the delivery.
Email	Enter the email address of the contact person for delivery

Standard comm. type	Enter the most common type of communication for contact person.
Data line	Leave this field blank.
Telebox	Leave this field blank.



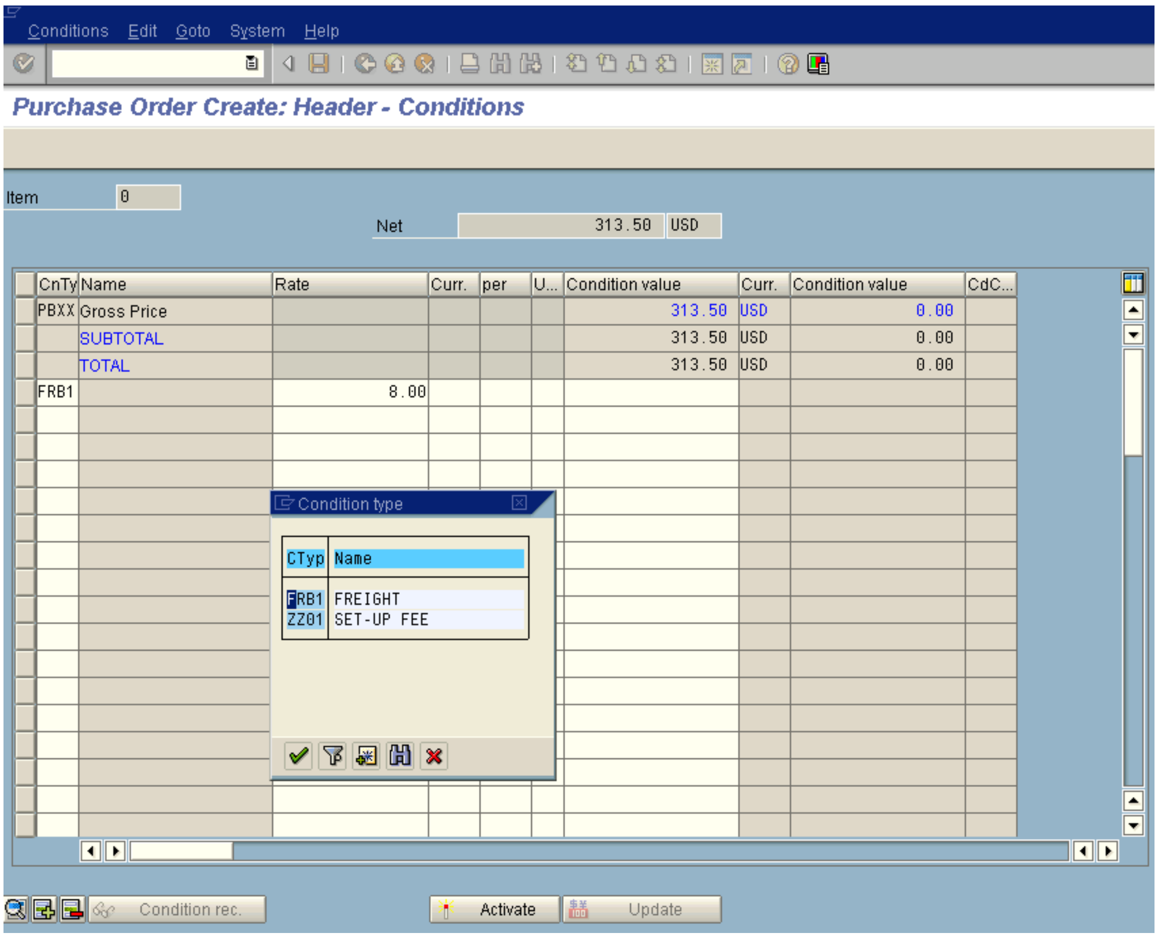
Use this delivery address for all subsequent PO line items, press the **[Repeat address on]** icon. Press the 

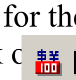
icon to record the delivery address.

ADDING FREIGHT

Freight may be added to an **individual line** item or it may be added to the **entire purchase order** so the freight is allocated evenly among all line items.

Planned Freight to the **Entire** Header of the PO Document:



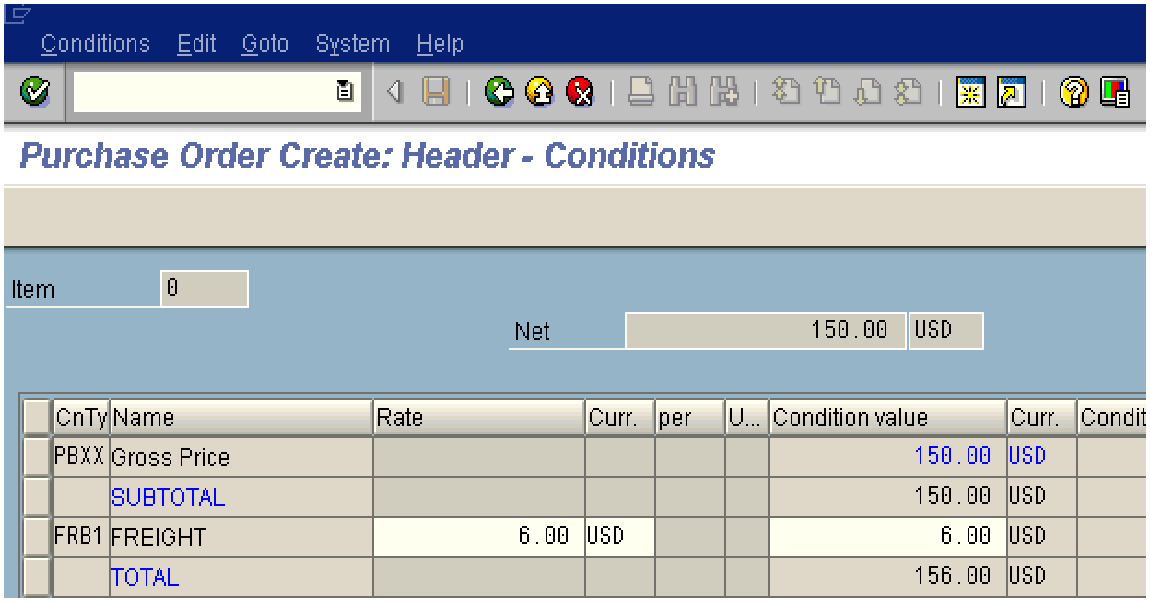
To add freight to the entire header of the document, meaning for the freight to be distributed among the ent  click on the then click c  | conditions

Screen: Purchase order Create: Header- Conditions

Field	Description/Usage
CnTy	To enter a planned freight amount only, enter condition type FRB1. An additional condition type is available-ZZ01. This condition should be used for set-up charges or fees.
Rate	Enter the freight amount as a single dollar amount.
Curr.	USD as default or leave blank
per	Leave this field blank.
UoM	Leave this field blank.

After entering all of the freight information click the “Activate” button, .

This will calculate the freight with the subtotal of PO items for a new total.



Then green arrow back, .

Planned Freight Charges to the **Individual** PO Line Item:

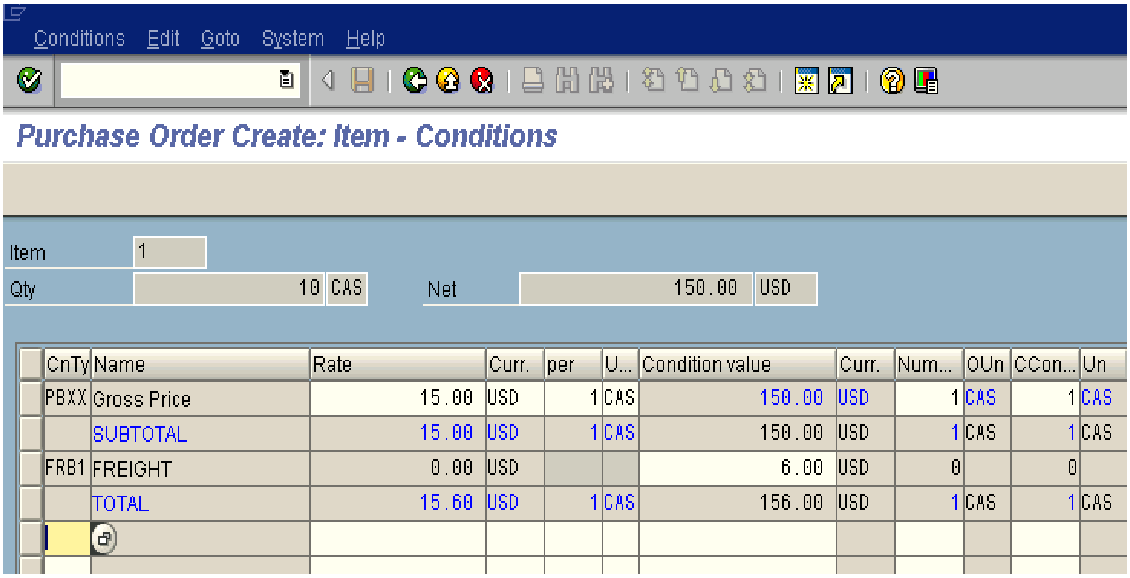
To add planned freight charges to the PO line item, select the item and click on the item conditions icon 

NOTE: *Freight added to a PO line item will be expensed to that line item’s G/L account number.*

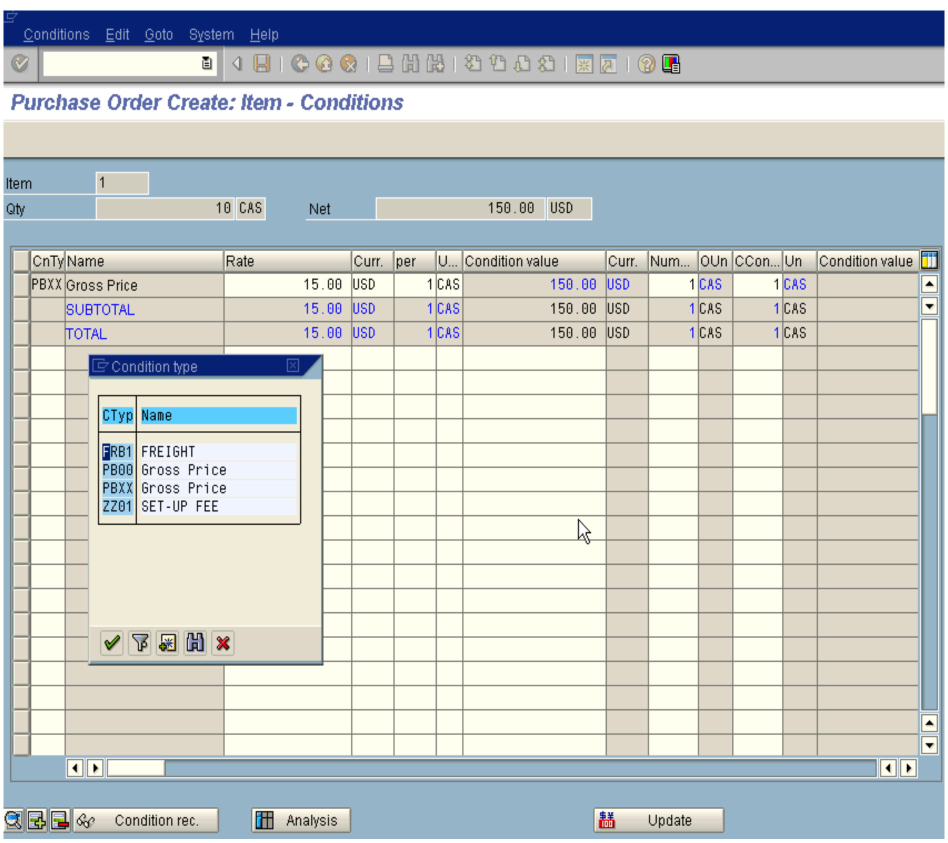
Screen: Purchase order create: Item conditions

Field	Description/Usage
CnTy	To enter a planned freight amount only, enter condition type FRB1. An additional condition type is available-ZZ01 This condition should be used for set-up charges or fees.
Rate	Leave this field blank
Curr.	USD as default
Per	Leave this field blank.
UoM	Leave this field blank.
Condition value	Enter the freight amount as a single dollar amount.

After putting a value in the **condition value** field press [ENTER] or click the . This will calculate the freight and the subtotal of the line item.



Click  to return to the previous screen.



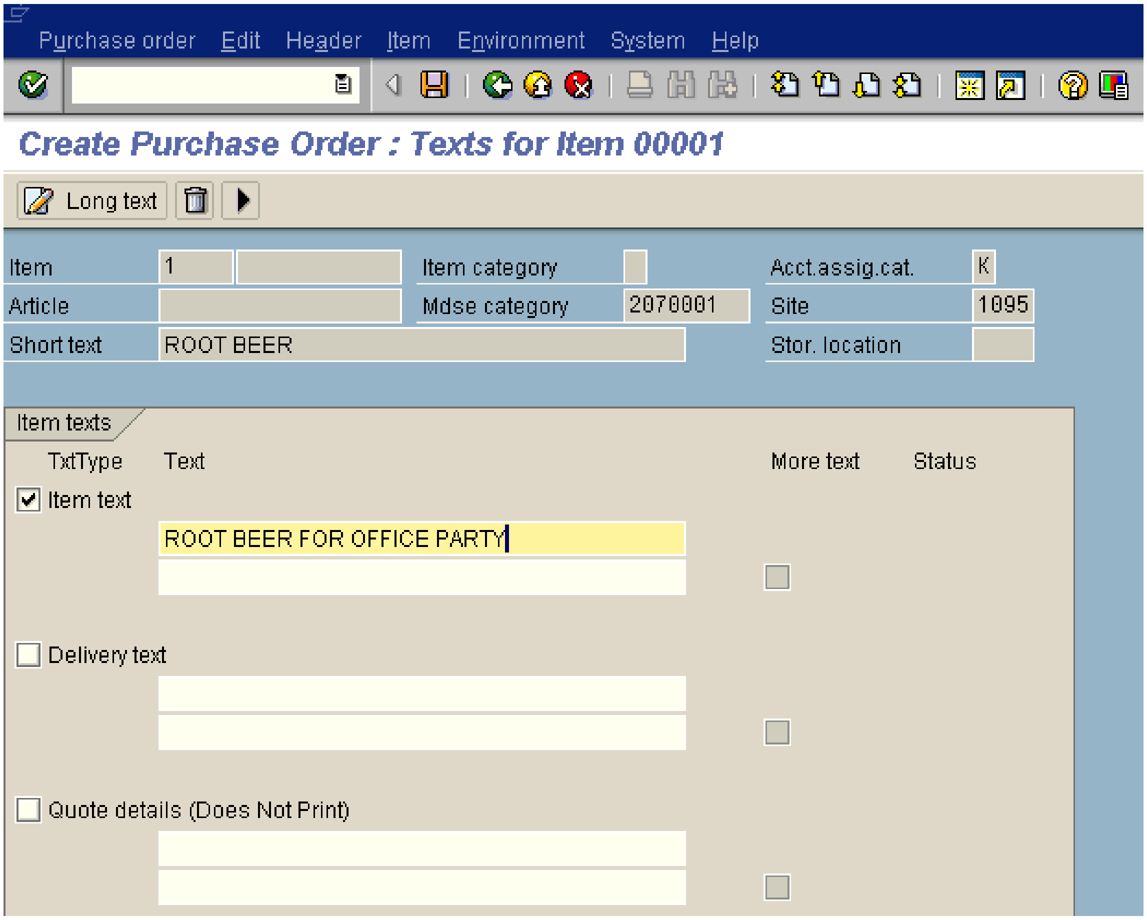
ADDING DETAIL OR TEXT

Detail can be added to a **PO line item** or to the **PO header**.

To add detailed long text for a **PO line item**, select the line item by clicking on it, then click
.

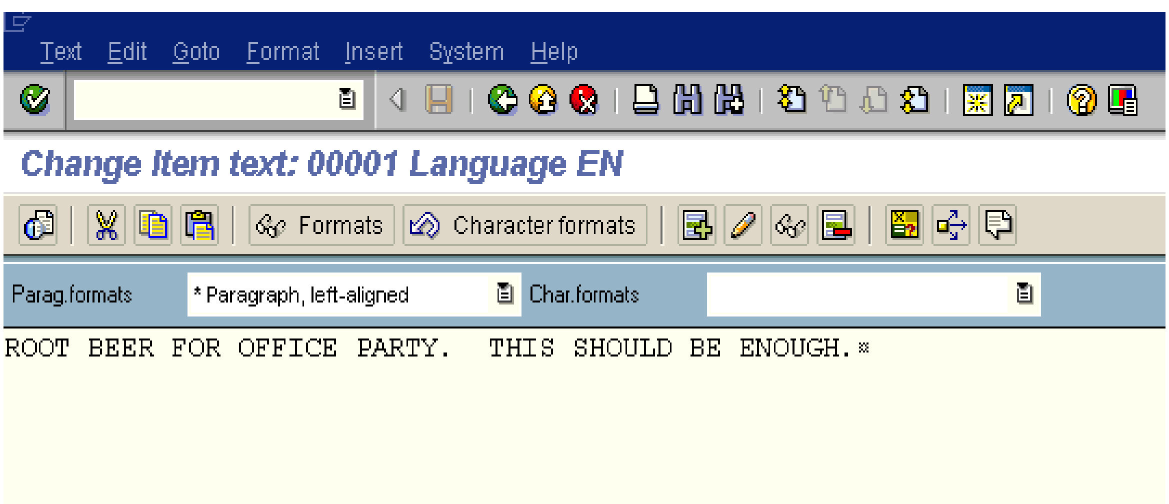
Screen: Create Purchase order: Texts for Item XXXXX

Field	Description/Usage
Item text	Use this text type to describe the item being procured in unlimited detail. This is useful when the short text of the PO line item is not descriptive or long enough to fully identify the item. **This text will print on the purchase order**.
Delivery text	Use this text type to describe the delivery instructions for the item being procured in unlimited detail. This is useful when the delivery requires special instructions that the vendor must know about. **This text will print on the purchase order**.
Quote details	Use this text type to record any information about the quote(s) received for this particular item being procured. This text will **NOT** print on the purchase order, but will be available to user on-line.



To record unlimited long text simply press the Long Text 

push-button. A screen will appear where the text can be recorded in a fashion similar to a word processor.



To return to the previous screen when you are finished recording the long text, simply click  to return to the PO line item overview screen.

Review the information entered.
The purchase order can now be saved by clicking .

The system will return a message: ***"Document no. 4XXXXXXXXX created"***

Change Purchase Order

Menu path: **LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDERS > PURCHASE ORDER > CHANGE**

Transaction Code**: ME22**

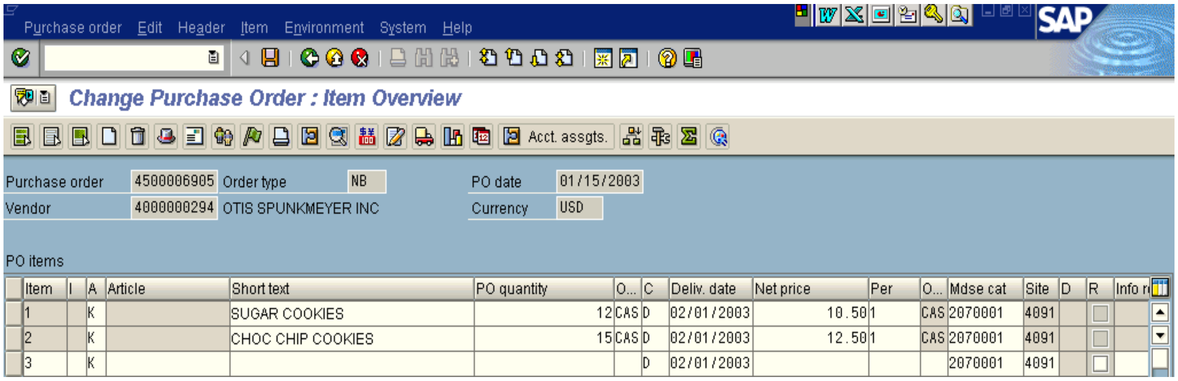
The following fields are the only one's that may be changed. All grayed out areas CAN NOT be modified.

Field	Description/Usage
Purchase order	Enter the number of the purchase order to be changed.

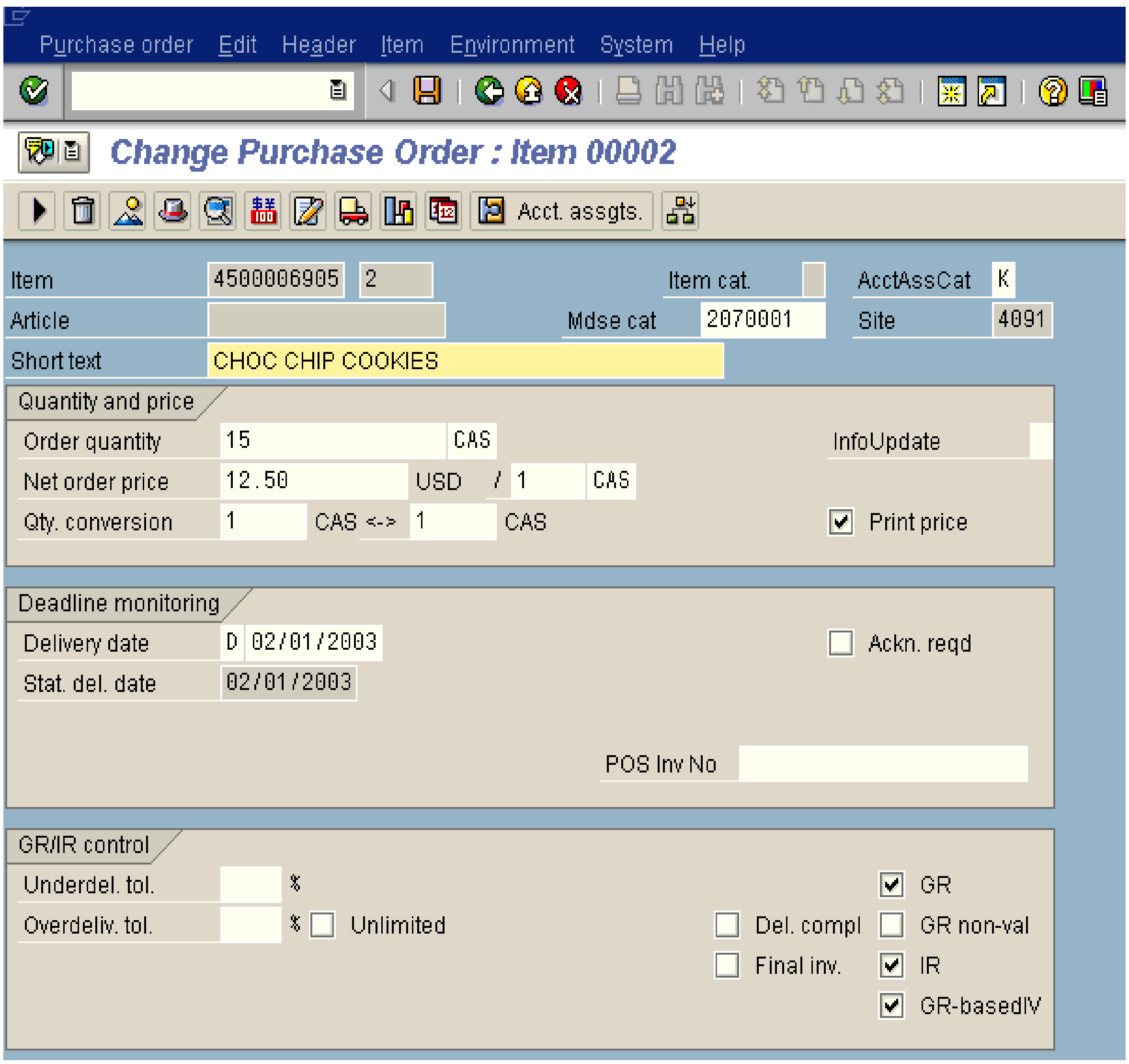
Press the **[Enter]** key or click the green check mark to continue.

Screen: Change Purchase Order: Item overview

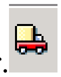
Field	Description/Usage
A (Account Assignment Category)	Change the account assignment category if required. Note that the account assignment details will also need to be changed. This field CANNOT be changed after goods receipt or invoice receipt.
Short text	Change the required Short Text description. This field can always be changed, even after goods receipt or invoice receipt.
PO quantity	Change the quantity of items ordered, if required. The quantity can be changed after goods receipt but the system issues a warning if the Delivery Complete indicator was set during a previous goods receipt. This indicator is set to inform the use that further deliveries are not expected.
OUn	Change the order unit of measure (e.g. from CAS to EA). This field cannot be changed after goods receipt or invoice receipt.
Net price	Change the order price per unit, if required.
Deliv. date	Change the date of delivery, if required.
Mdse cat	Change the merchandise category, if required



To change further PO item details select the line item and use **Item > Details**



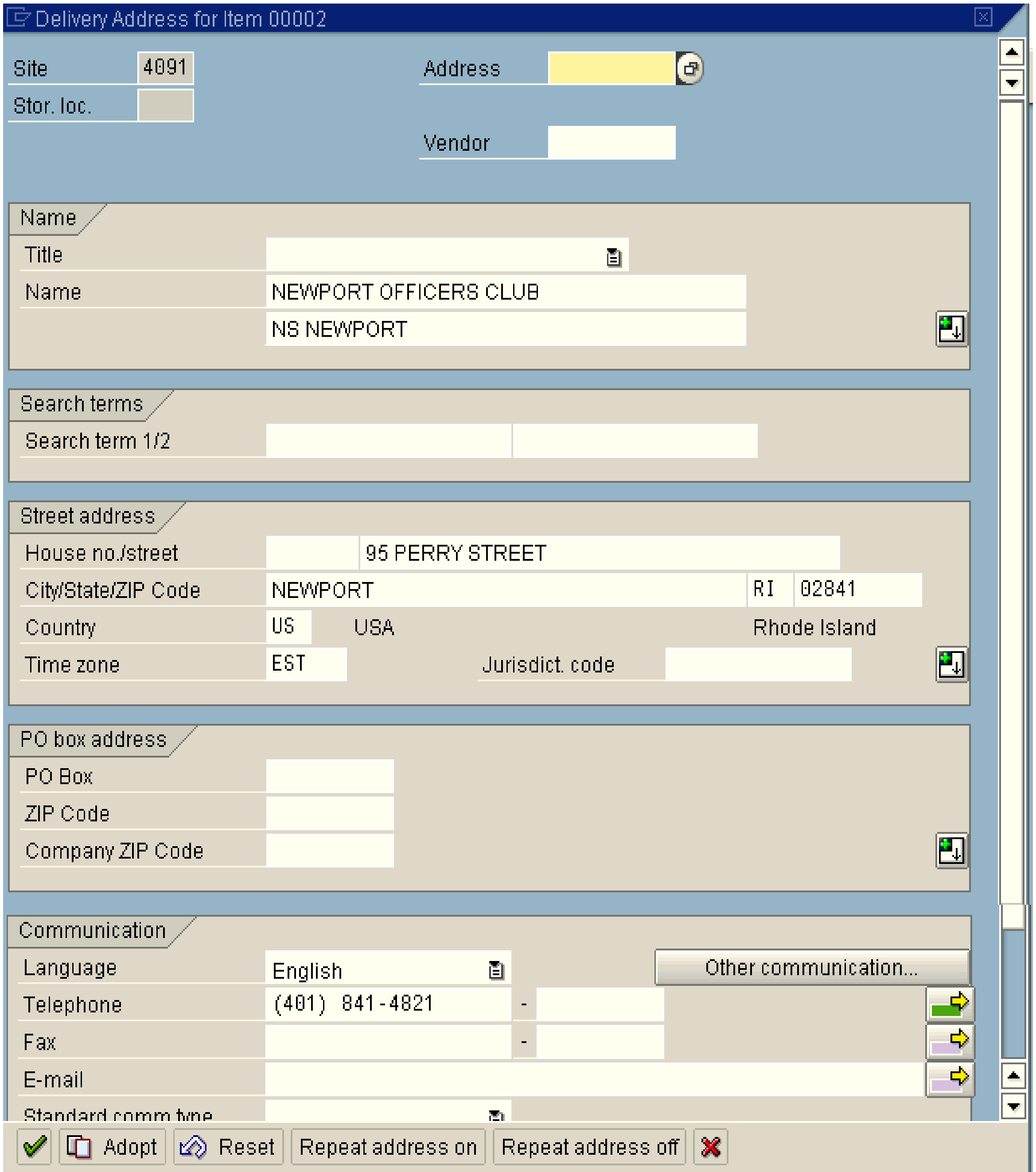
Some of the fields that can be changed are the short text, order quantity, net price etc.After all the changes are made hit the save icon.

To change the delivery address of a PO line item select the line item by clicking on it and then use the Menu Bar path: **Item > More functions > Delivery address** or click the truck icon on the tool bar.

Screen 1: Delivery address for item XXXXX

Field	Description/Usage
Address	If the appropriate delivery address already exists in the system, change the address code in this field. The search help pull-down can be used to search for delivery addresses. Where a delivery address does not exist, leave this field blank and change the address information in the appropriate field described below. If the delivery address will be used regularly, contact the system administrator to request that the delivery address be created in the system.
Vendor	Leave this field blank.
Name	
Title	Change the title of contact person, if required.
Name	Change the name of contact person, if required. This field must always be filled.
Search terms	
Search term 1/2	Leave blank.
Street Address	
House no.	Leave this field blank.
street	Change the street address, including the building number and suite number, if required.
City	Change the city, if required.
State	Enter the state code in this field.
Zip code	Change the ZIP code of the delivery address, if required.
Country	The country always defaults to US
Time zone	The system default value can be accepted.
Jurisdict. code	Leave this field blank as MWR and VQ do not charge or pay sales taxes.
PO Box Address	
PO Box **Zip Code** **Company zip code**	Leave these fields blank.
Communication	
Telephone	Change the telephone number of contact person for the delivery.
Fax	Change the fax number of contact person for the delivery.
Email	Change the email address of the contact person for delivery
Standard comm. type	Change the most common type of communication for contact person.

Data line	Leave Blank
Telebox	Leave Blank



Press the  icon to record the delivery address.

Click  to return to the PO line item overview screen.

CHANGING PLANNED FREIGHT

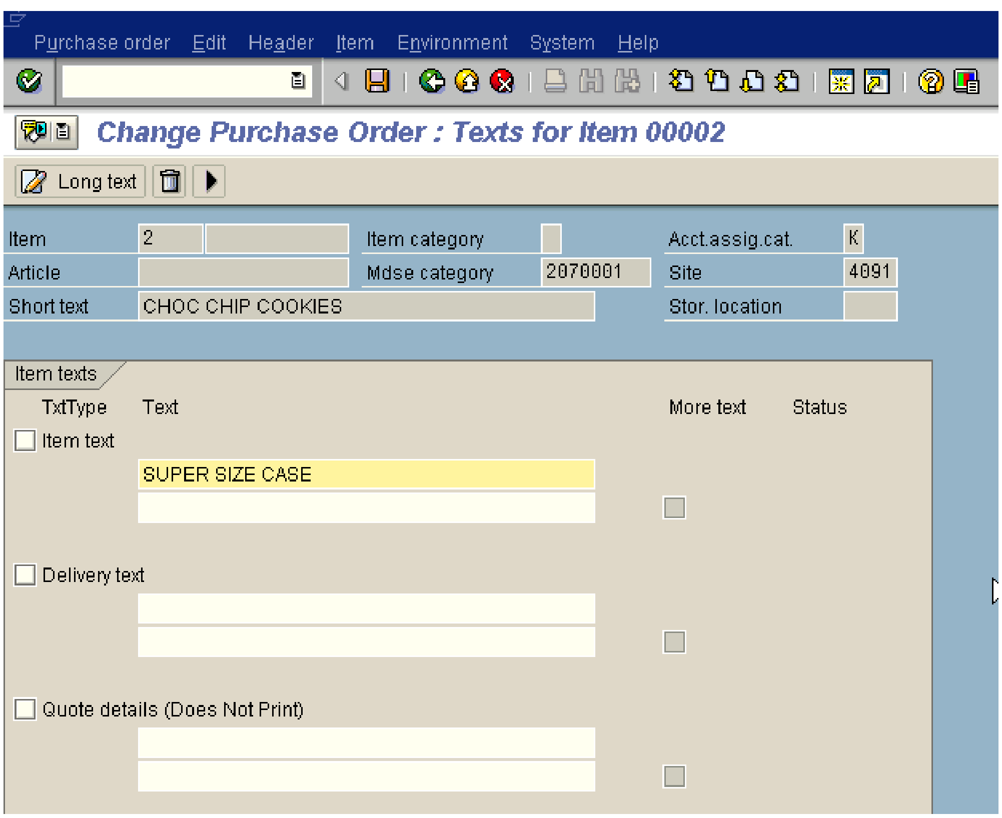
NOTE: Freight added to a PO cannot be deleted after a PO has been processed with a goods receipt. To make changes to an existing purchase order that has not been processed see "adding freight" documentation and follow those steps, but in change mode.

CHANGING TEXT

To change PO line item detailed texts, select the item and use the icon

<u>Screen: Change Purchase order: Texts for item XXXXX</u>

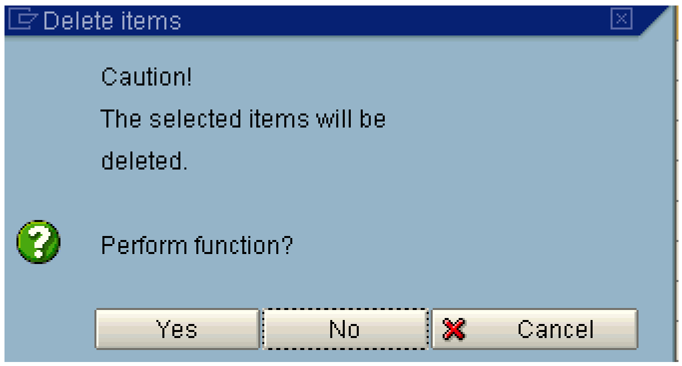
Field	Description/Usage
Item text	Change text type to describe the item being procured in unlimited detail.
Delivery text	Change this text type to describe the delivery instructions.
Quote details	Change this text type to record any information about the quote(s).



A screen will appear where the text previously entered can be changed or new text recorded in a fashion similar to a word processor. To return to the previous screen when you are finished changing the long text, simply Click .

Click to return to the PO line item overview screen.

To save the changes made to the purchase order, Click on the Save icon .



Delete a PO line item

To delete a PO line item, select the item by clicking on it, then use **Edit > Delete line** (or you can click on the trashcan . You will receive a warning message like this one.

Click Yes if you wish to delete the line item. The line item will be flagged for deletion and will appear in a display-only gray color with a trashcan next to it.

Add a PO line item

To add a new PO line item, just enter a new item the same way as when creating a new purchase order.

Display Purchase Orders (For Inventory, Supplies, Services, Prepaid Tickets, Consignment and other "Stock" Inventory)

Menu Path: **LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDERS > PURCHASE ORDER > DISPLAY**

Transaction Code: **ME23**

Screen 1: Display Purchase Order: Initial Screen

Field	Description/Usage
Purchase order	Enter the number of the purchase order to be displayed.

Press to continue.

The purchase order line item overview screen is displayed. The purchase order screens can be navigated as when changing the purchase order.

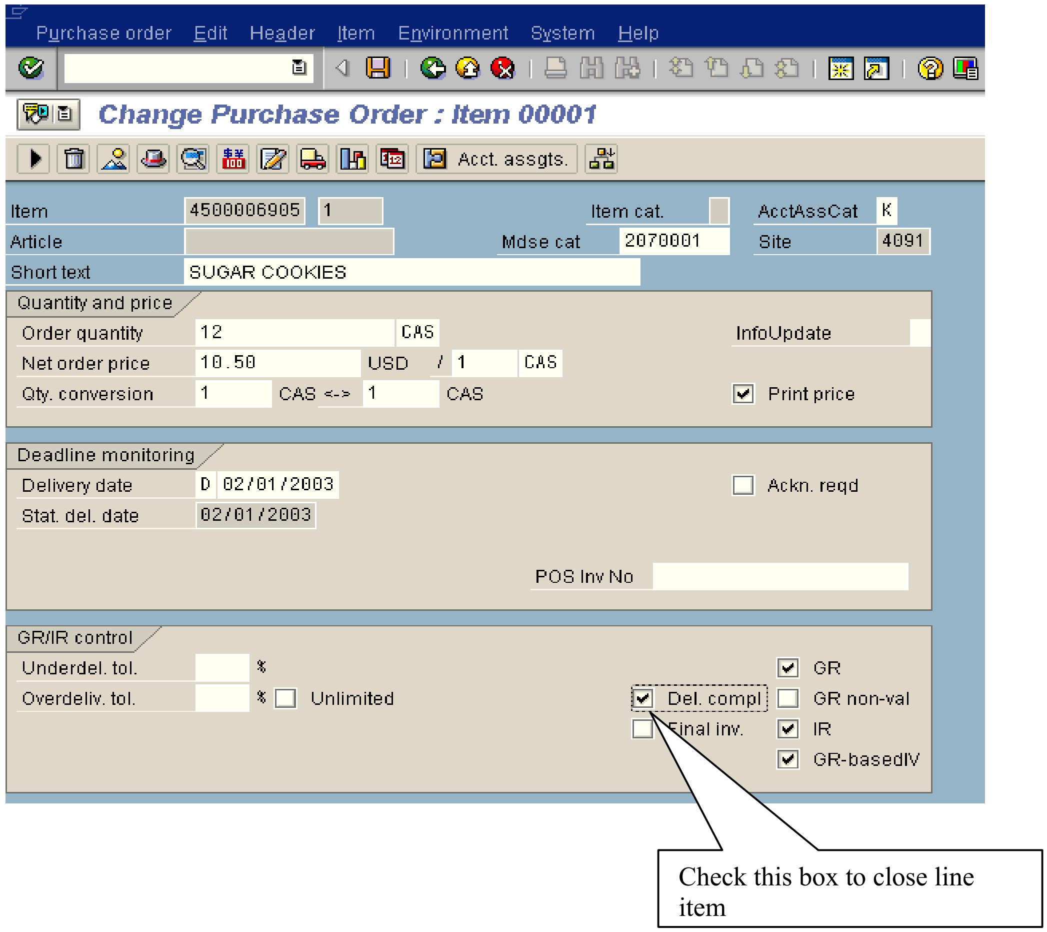
Close Purchase Order Line Items

To close a purchase order line item manually after goods receipt and/or invoice payment has been processed. It may be done either at the point of Goods Receipt entry (See posting Goods Receipts), or at the Purchase Order.

Menu Path: **LOGISTICS→ RETAILING → PURCHASING → PURCHASE ORDERS → PURCHASE ORDER → CHANGE**

Transaction Code: **ME22**

Enter the purchase order number. Click on or press enter until the item overview screen appears. Double click in the short text field for the line item that needs to be closed. The following screen will pop-up.



Click on the Save icon to save the Purchase Order changes

Delete Purchase Order

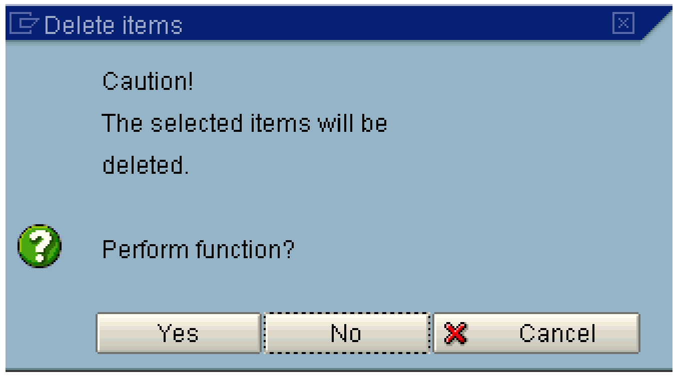
Purchase order line items can be deleted before or after the order has been approved. Deleting all line items of a purchase in effect cancels the whole purchase order. The actual purchase order is NOT DELETED from the system (for audit trail purposes), but instead all line items are cancelled and the purchase order cannot be received against the invoice.

Line items cannot be deleted where goods have been receipted. A deleted line item will remove the commitment against the relevant G/L account and cost center.

Menu Path: **Logistics > Retailing > Purchasing > Purchase Order > Purchase Order > Change**

Transaction Code: **ME22**

Enter the purchase order number. Click on or press enters until the item overview screen appears.
Click on the [Select All] push-button to select all line item/s to be deleted, or select the single line item if only one item is to be deleted then; Click



Click on Yes to confirm

The deleted line item/s will grey out with an “ ” appearing to the far right of the line item. This means the line has been deleted.

Click on , the Save icon, to save the Purchase Order changes.

CREATE PURCHASE ORDER – BLANKET PURCHASE AGREEMENT

The initial process to create a BPA mirrors that of a 'regular PO'. The BPA will be primarily created so that a "contract document" outlining the terms of procurement can be sent to the vendor.

The BPA is not part of the three way match process. In other words there is no Goods Receipt or Invoice Verification for BPAs. The goods receipt is a manual process done outside of SAP. The invoice that is entered in SAP is done using the direct invoice method, F-43. However, by encoding the BPA's into the system, a complete audit trail is available and reports can be generated for use by management.

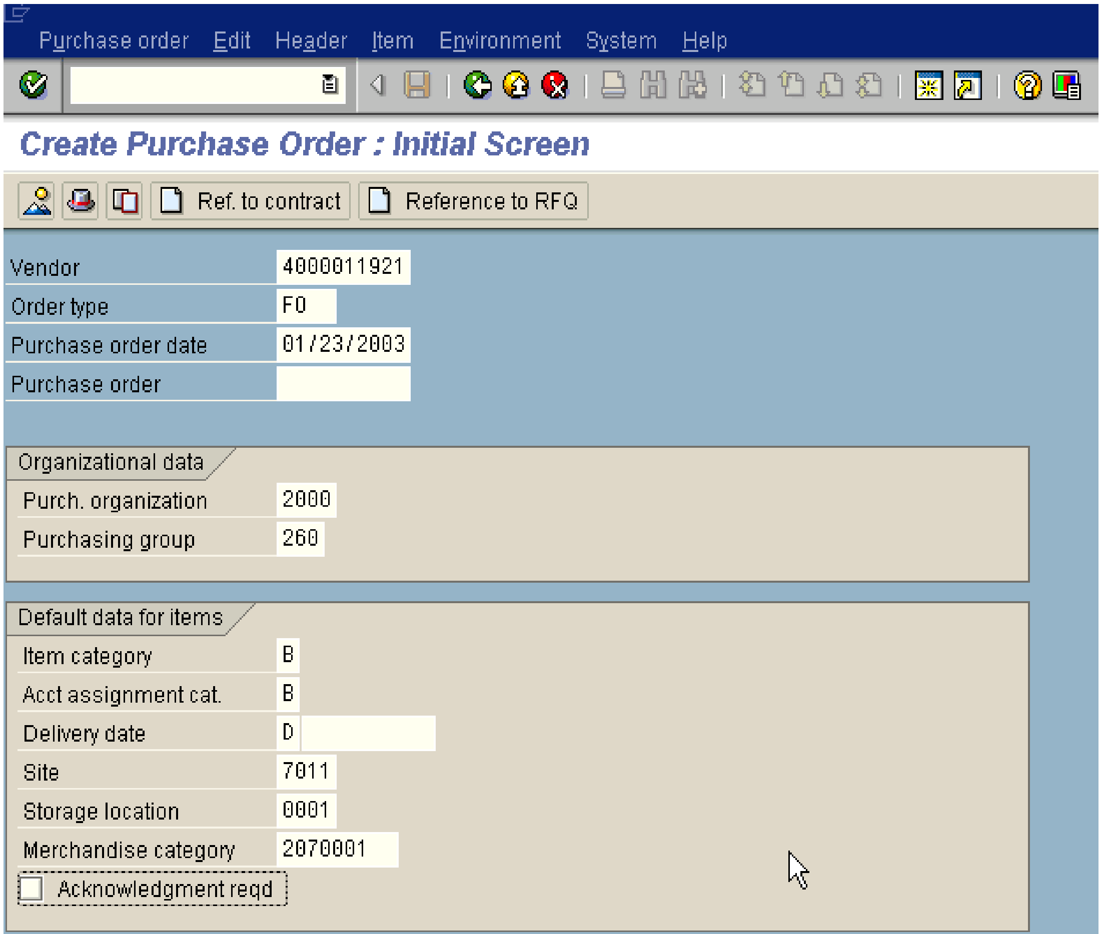
Menu path: **LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDERS > PURCHASE ORDER > CREATE > VENDOR KNOWN**

Transaction Code**: ME21**

Screen 1: Create Purchase Order: Initial Screen

Field	Description/Usage
Vendor	Enter the vendor account number for which the purchase order will be issued. Note that if the vendor has never been used before, a vendor master record must be created. MWR HQ will create vendor master records on a request basis for all bases/funds.
Order type	Enter order type FO for Restricted Use Blanket Purchase Orders
Purchase order date	Enter the date for the purchase order.
Purchase order	Leave this field blank. System will assign a purchase order number automatically.
Organizational data	
Purch. organization	Always use purchasing organization 2000, the only valid MWR and VQ Purchasing Organization.
Purchasing group	Enter the appropriate purchasing group
Default data for items	
Item category	Enter "B" for BPA
Acct assignment cat.	Enter "B" for BPA
Delivery date	You can leave this field blank
Site	Enter the site code for which the items are being procured
Store location	Leave the default of "0001"
Merchandise category	Enter the appropriate merchandise category for the items being procured: 2050001 TEXT RENTALS 2070001 TEXT SUPPLIES/SERVICES
Acknowledgement	Check this indicator if each purchase order item is to be

reqd	acknowledged by the vendor.

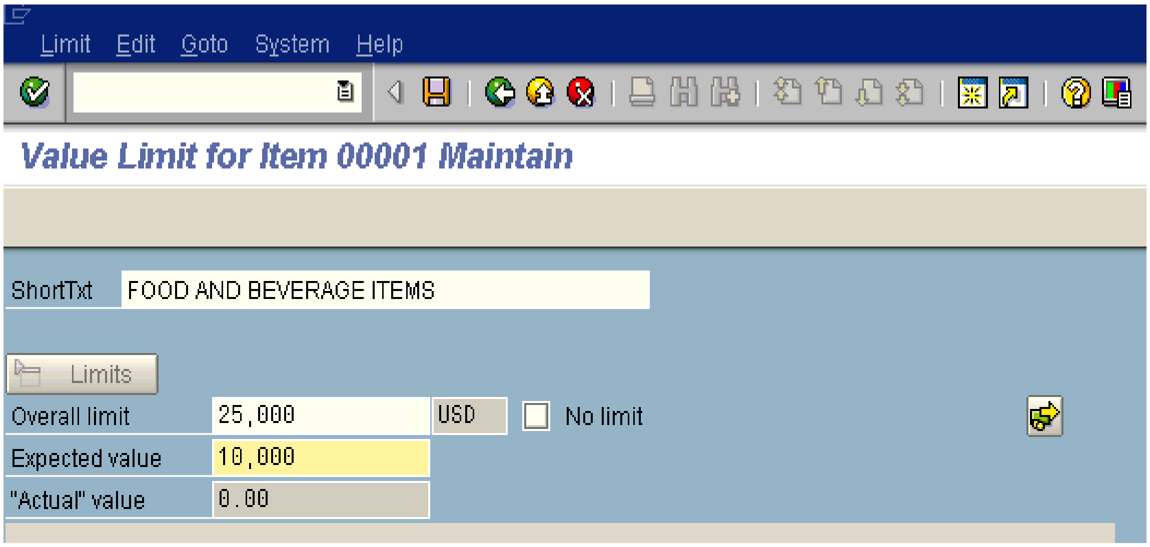


Press the **[Enter]** key or click the green checkmark  to continue.

Screen 2: Create Purchase Order: Header Data

Field	**Description/Usage**
Administrative fields	
Validity start	Enter the Effective date (start date) of your BPA
Validity end	Enter the Expiration date of the BPA

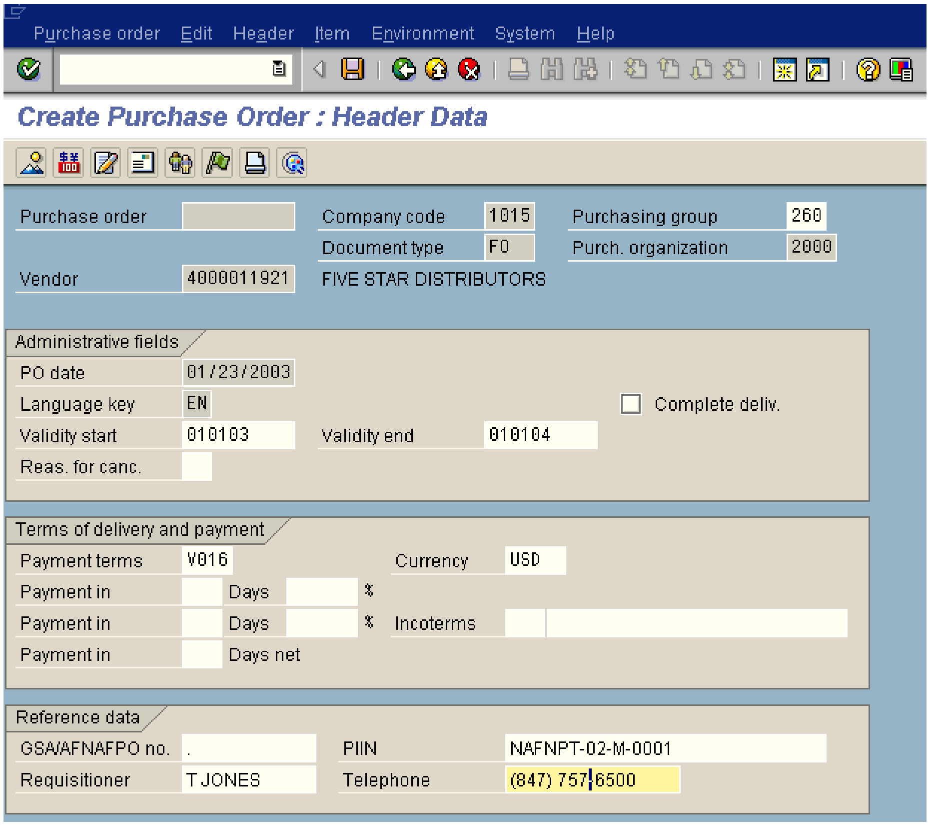
Terms of delivery and payment	
Payment terms	This field comes in automatically from the vendor master record. However, it may be changed should there be an exception to the purchase order being created.
Payment in %	Enter special payment terms given to a particular purchase order.
Payment in %	Enter special payment terms given to a particular purchase order.
Payment in / Days net	Enter the days that the net amount needs to be paid in under a special set of payment terms.
Incoterms	This field represents shipping terms. Shipping terms normally used **"free on board - destination"(FBD) or "free on board-shipping point" (FBS) . The second field should be used to define the BASE location of the delivery destination (i.e. Naval Station XYZ)**
Reference data	
Quotation date	Enter the date the quotation was given if applicable.
Quotation	Enter the number of the quotation if applicable.
GSA/AFNAFPO no.	This field is used for AFNAFPO contract number or GSA contract number. For **AFNAFPO** enter all of the alphanumeric digits following the "F", excluding the dashes. The PO will automatically print the "F". Ex: if AFNAFPO is F41999-98-D-6012, you would enter 4199998D6012 (all digits except the "F" and the dashes) For **GSA** enter all digits excluding the dashes. Ex: if GSA is GS-35F-0001G, you would enter GS35F0001G (all digits except the dashes)
PIIN	Enter the 16 digit PIIN number including dashes. Ex: HDQMWR-02-M-0001
Requisitioner	Enter your own name or the name of the Requisitioning Officer (Activity Manager). This is a local business office decision.
Telephone	Enter telephone number of Requis. Officer. The number should be in the following format **ALWAYS** (901) 685-9696.

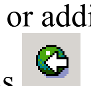


Press the **[Enter]** key or click the green checkmark  to continue.

Screen 3: Create Purchase Order: Value Limit for Item XXXXX Maintain

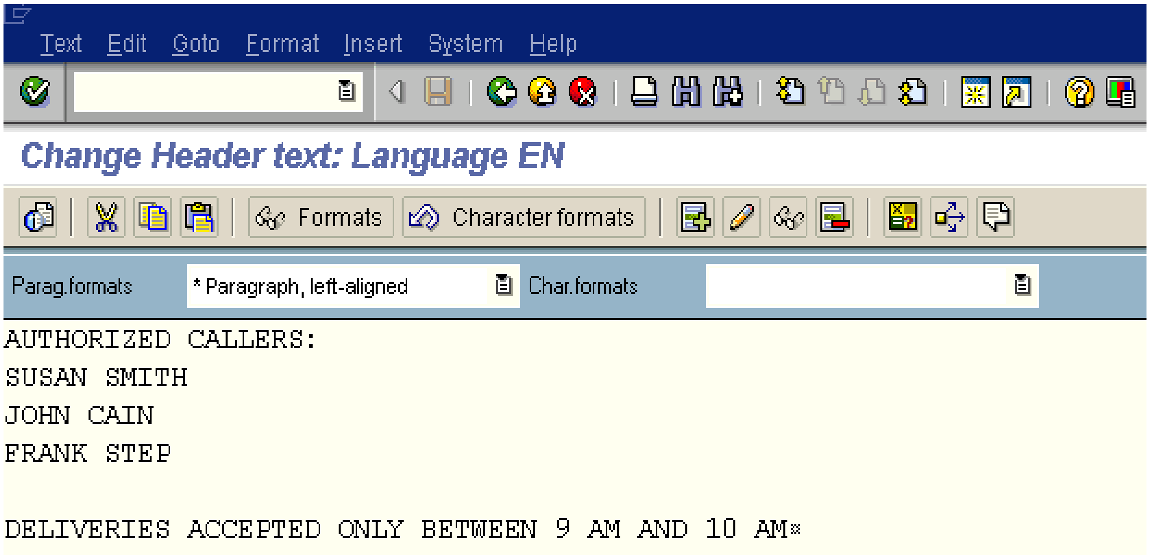
Field	Description/Usage
Short Txt	Enter the text you wish to print out on the BPA/Short Description of goods/services that will be ordered against the contract. You MUST put some text in this field – DO NOT LEAVE BLANK!
Overall limit	If there is an overall limit (cap or maximum) on the BPA. This field can be modified at any time. This field is **required**. Remember that these fields are only "memo" fields – there is no link between actual purchases/calls and this BPA document!
No limit	Check this box if there is no "cap" or limit to orders against this BPA.
Expected value	This is the expected or "target" value of the order. This is a **required** field. Remember that these fields are only "memo" fields – there is no link between actual purchases/calls and this BPA document!
"Actual" value	Leave blank – will default "Grayed" out.



If you need to include a longer description of the goods/services to be ordered, list of authorized BPA callers, receiving agents, or additional information on the body of the BPA (that will print on the contract), press . You will now see the body of the document. To enter long text, select the hat icon, . This is the "header" portion of the contract.

Then select the long text icon, . Again click on the long text icon .

On the following screen you can type as much as or as little information on the document. **This WILL print out on the form!**



After you finish entering the long text press .

Click "Save" .

The completed contract should be signed by the appropriate warrant authority and sent to the vendor for review/signature.

NOTE: *Please note, there is NO link in AIMS/SAP between the actual order placed against this BPA, no tracking of BPA Call Numbers, etc. Navy Procurement policies still require BPA call numbers to be tracked using some locally developed method. At this time, AIMS cannot satisfy this requirement through the Procurement module.*

Create Asset Purchase Order

It is suggested that the "Create Asset" function be performed by the Procurement Office/Business Office. Please contact your local Procurement Office for guidance.

Warning: This transaction should only be used for creating NAF asset purchase orders. If you are procuring an **asset that is to be funded under the Utilization, Support and Accountability Practice (USA'd), DO NOT follow these procedures.** To create an USA item purchase order, see section on Create USA Purchase Orders.

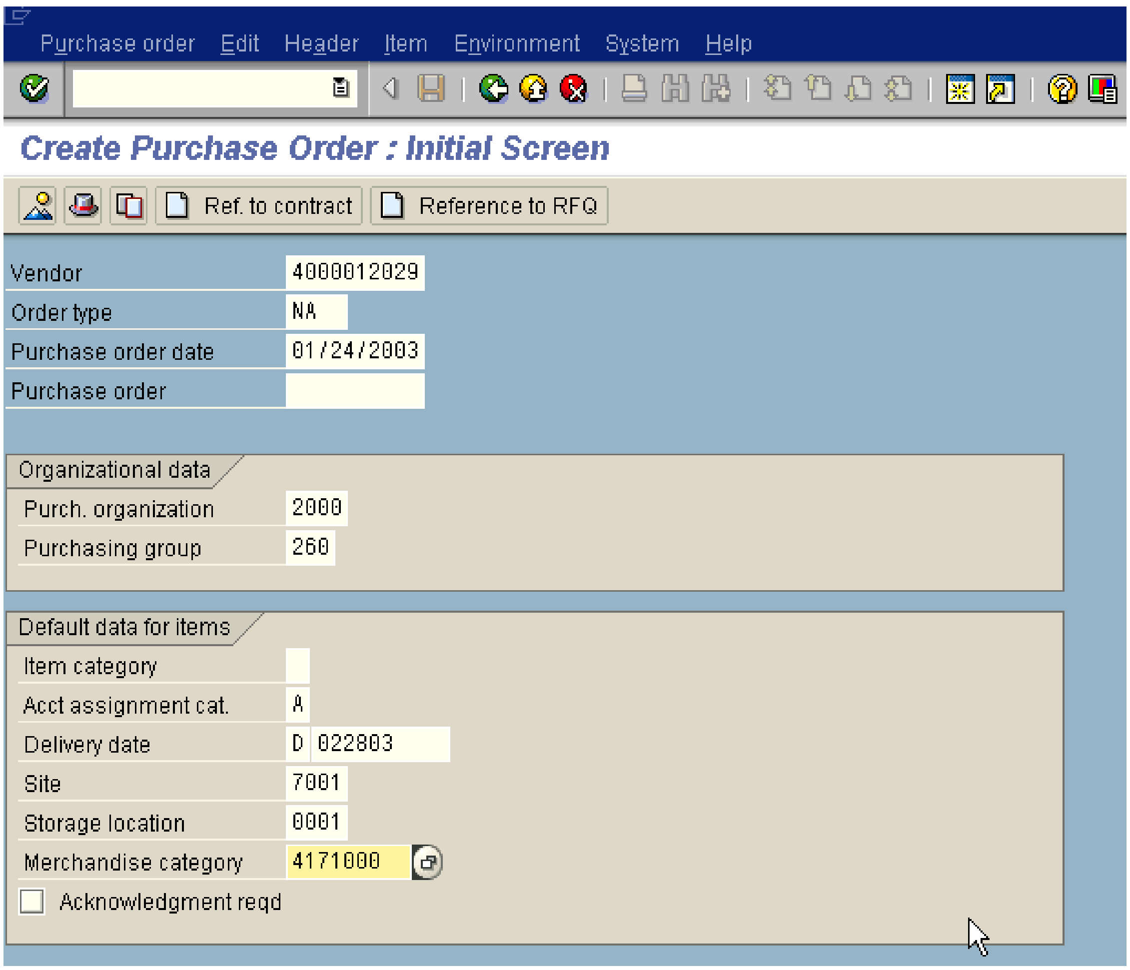
Menu path: **LOGISTICS ➔ RETAILING ➔ PURCHASING ➔ PURCHASE ORDER ➔ PURCHASE ORDER➔ CREATE ➔ VENDOR KNOWN**

Transaction code**: ME21**

Screen 1: Create Purchase Order: Initial Screen

Field	**Description/Usage**
Vendor	Enter the vendor account number for which the purchase order will be issued. Note that if the vendor has never been used before, a vendor master record must have already been created. MWR HQ will create vendor master records on a request basis
Order type	Enter order type NB for Purchase Orders under $25K, or enter order type NA for Purchase Orders over $25K
Purchase order date	Enter the date for the purchase order.
Purchase order	Leave this field blank. System will assign a purchase order number automatically.
Organizational data	
Purch. organization	Always use purchasing organization 2000, which is the only valid MWR and VQ Purchasing Organization.
Purchasing group	Enter the appropriate purchasing group
Default data for items	
Item category	Leave blank
Acct. assignment cat.	A – Asset
Delivery date	Enter the Desired Delivery Date.
Site	Enter the site code for which the requisitioned items are being procured.
Storage location	Leave default numbering
Merchandise	4161001 – PREPAID NC FF&E

categories	4165000 – PRPD MINR PROPER 4171000 – VEHICLES 4171999 – AIRCRAFT & EQUIP 4172000 – MWR CF VEHICLES 4173000 – FF&E 4173100 – FF&E WHOLE ROOM 4174000 – MWR CF FF&E 4175000 – BUILDINGS & FAC 4176000 – MWR CF BUILDINGS 4177000 – BLDG & FAC IMPRV 4178000 – MWR CF BLDG IMPRV 4179000 – CIP 4179001 – FF&E IN PROGRESS
Acknowledgement reqd.	Check this indicator if each purchase order item is to be acknowledged by the vendor.



Account assignment (G/L account) has been determined by the material group chosen, where the last six digits of the material group coincide with the G/L account.

Press the **[Enter]** key or click the green checkmark  to continue.

Screen 2: Create Purchase Order: Header Data

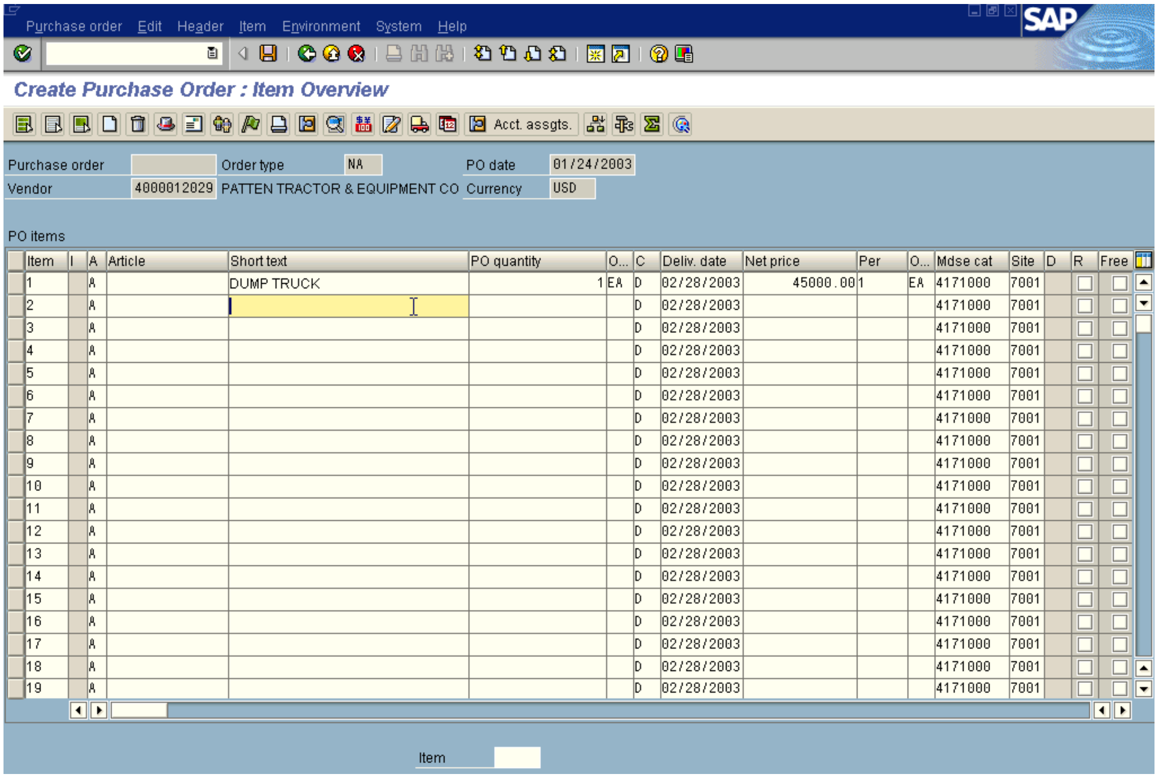
Terms of delivery and payment	**Description/Usage**
Payment terms	This field comes in automatically from the vendor master record. However, it may be changed should there be an exception to the purchase order being created.
Payment in %	Enter special payment terms given to a particular purchase order.
Payment in %	Enter special payment terms given to a particular purchase order.
Payment in / Days net	Enter the days that the net amount needs to be paid in under a special set of payment terms.
Incoterms	This field represents shipping terms. Shipping terms normally used **"free on board - destination"(FBD) or "free on board-shipping point" (FBS) . The second field should be used to define the BASE location of the delivery destination (i.e. Naval Station XYZ)**
Reference data	
Quotation Date	Enter the date the quotation was given if applicable
Quotation	Enter the number of the quotation if applicable
GSA/AFNAFPO no.	This field is used for AFNAFPO contract number or GSA contract number. For **AFNAFPO** enter all of the alphanumeric digits following the "F", excluding the dashes. The PO will automatically print the "F". Ex: if AFNAFPO is F41999-98-D-6012, you would enter 4199998D6012 (all digits except the "F" and the dashes) For **GSA** enter all digits excluding the dashes. Ex: if GSA is GS-35F-0001G, you would enter GS35F0001G (all digits except the dashes) This field is **required**. If you do not have a GSA/AFNAFPO number you **must** enter a period. Do not enter any other information in this field.
PIIN	Enter the 16 digit PIIN number including dashes. Ex: HDQMWR-02-M-0001 This field is **required**. If you do not have a PIIN number you **must** enter a period. Do not enter any other information in this field.
Requis. Officer	Enter your own name or the name of the Requisitioning Officer (Activity Manager). This is a local business office decision.
Telephone	Enter your telephone number or that of Requis. Officer. The number should be in the following format **ALWAYS** (901)

	685-9696.

Press the **[Enter]** key or click the green checkmark to continue.

Screen 3: Create Purchase Order: Item Overview

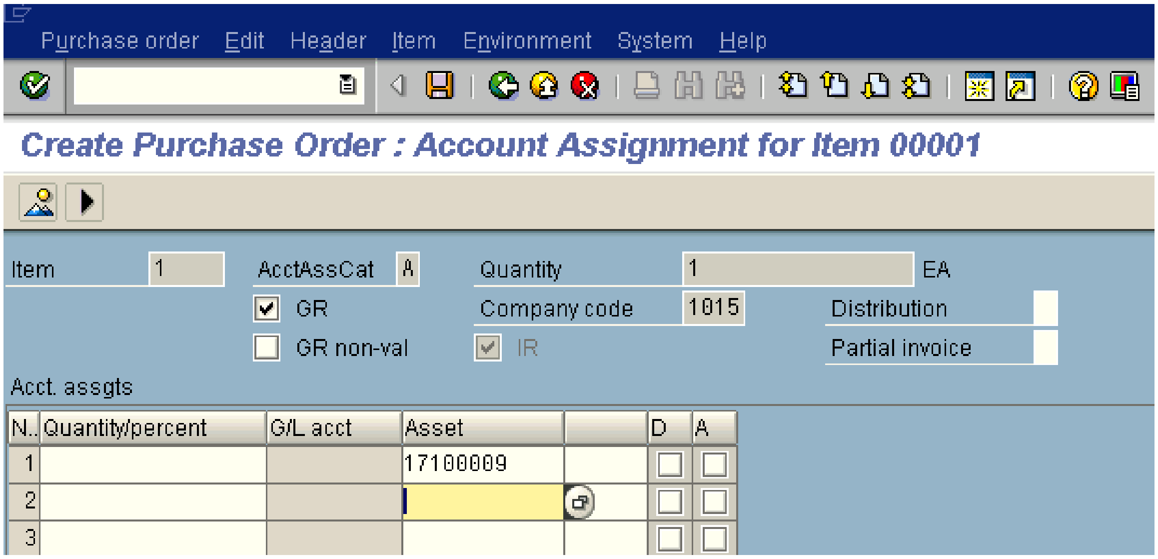
Field	Description/Usage
Article	Leave blank.
Short text	Enter the appropriate reference short text description.
Oun	Order Unit (i.e. EA for each)
Delivery Date	If you selected a delivery date in the document header, the date will carry over to all line items. If not enter date of delivery, or system defaults today's date.
Net price	Enter net ordered price
Per	Value specifying for how many units of the order price unit the price is valid.
OPUn	Order price unit. Order price units and Order units are often identical. However, you may purchase items that are "prices (for example) by the case, but are purchased by individual unit. In these instances, you will be prompted to provide the system with a conversion of the individual unit to case. For example, you may buy wine by the bottle, but it is priced by the case – you must provide the conversion amount of bottle to case (usually 12 bottles to a case).
R (Returns)	Check this box if the item is being returned to the vendor.
Free	Check this box if the item is of no cost. For example if a vendor offers a "Buy ten get one free" special, ten items should be purchase on one line and the free item should be on another line and checked as Free.

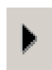


Press the **[Enter]** key or click the green checkmark  to continue.

<u>*Screen 4: Create Purchase Order: Account Assignment for item XXXXX*</u>

Field	Description/Usage
GR	Leave default
GR non-val	Leave default
Distribution	Leave default
Partial Invoice	Leave default
Quantity/Percent	Leave this field blank.
Asset	Enter the asset number. The asset shell must be created before you will have this number. The asset number, together with the asset sub-number, identifies a fixed asset in Asset Accounting.
D	To delete a particular account assignment line item, flag the corresponding deletion indicator. Press Enter to actually delete the line item.
A	Flag this indicator to display further information on an account assignment (e.g., display the G/L account that the asset record will be assigned to).



To go to the next item click .

To review the entries go to .

To save, click the save icon .

Create Utilization, Support and Accountability Practice (USA) Purchase Order

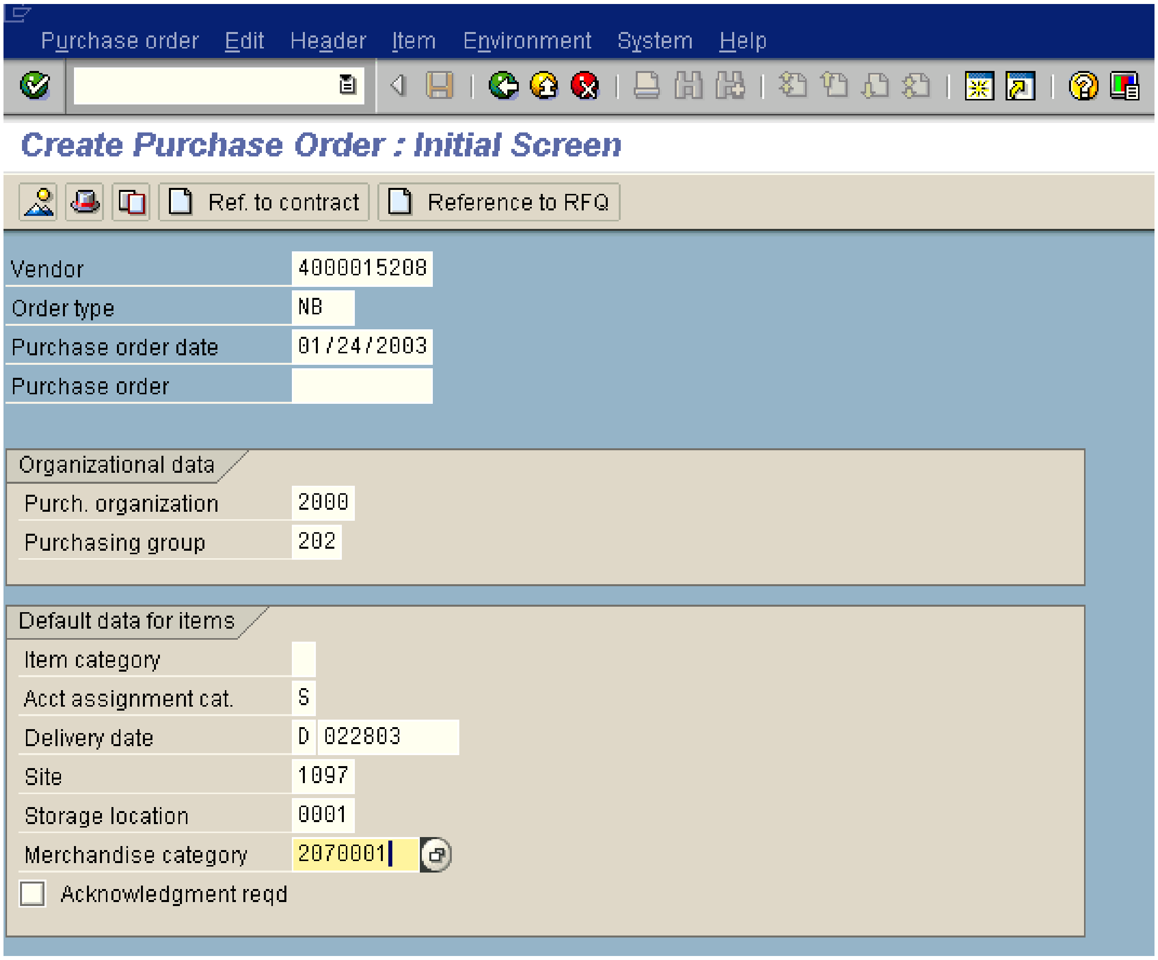
This transaction should be used for items that are purchased with NAF funds but are reimbursed by APF funds.

Menu path: **LOGISTICS → RETAILING → PURCHASING → PURCHASE ORDER → PURCHASE ORDER→ CREATE → VENDOR KNOWN**

Transaction code**: ME21**

Screen 1: Create Purchase Order: Initial Screen

Field	Description/Usage
Vendor	Enter the vendor account number for which the purchase order will be issued. Note that if the vendor has never been used before, a vendor master record must have already been created. MWR HQ will create vendor master records on a request basis
Order type	Enter order type NB for Purchase Orders under $25K, or enter order type NA for Purchase Orders over $25K
Purchase order date	Enter the date for the purchase order.
Purchase order	Leave this field blank. System will assign a purchase order number automatically.
Organizational data	
Purch. organization	Always use purchasing organization 2000, which is the only valid MWR and VQ Purchasing Organization.
Purchasing group	Enter the appropriate purchasing group
Default data for items	
Item category	Leave blank
Acct. assignment cat.	S- USA Program
Delivery date	Enter the Desired Delivery Date.
Site	Enter the site code for which the requisitioned items are being procured.
Storage location	Leave default numbering
Merchandise categories	Enter the appropriate merchandise category for the items being procured: 2050001 TEXT RENTALS 2070001 TEXT SUPPLIES/SERVICES
Acknowledgement reqd.	Check this indicator if each purchase order item is to be acknowledged by the vendor.

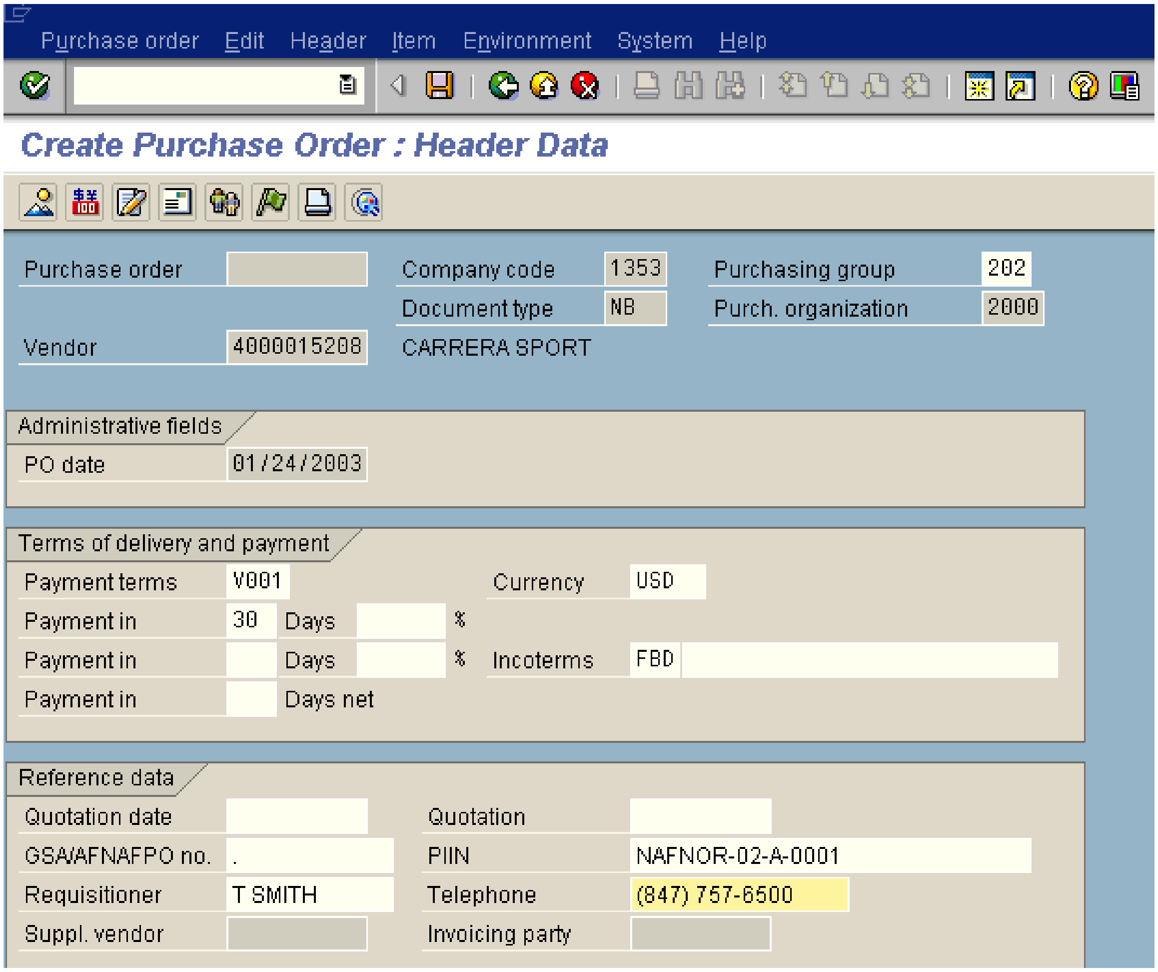


Press the **[Enter]** key or click the green checkmark  to continue.

Screen 2: Create Purchase Order: Header Data

Terms of delivery and payment	**Description/Usage**
Payment terms	This field comes in automatically from the vendor master record. However, it may be changed should there be an exception to the purchase order being created.
Payment in %	Enter special payment terms given to a particular purchase order.
Payment in %	Enter special payment terms given to a particular purchase order.
Payment in / Days net	Enter the days that the net amount needs to be paid in under a special set of payment terms.
Incoterms	This field represents shipping terms. Shipping terms normally used **"free on board - destination"(FBD) or "free on board-shipping point" (FBS) . The second field should be used to define the BASE location of the delivery destination (i.e. Naval Station XYZ)**

Reference data	
Quotation Date	Enter the date the quotation was given if applicable
Quotation	Enter the number of the quotation if applicable
GSA/AFNAFPO no.	This field is used for AFNAFPO contract number or GSA contract number. For **AFNAFPO** enter all of the alphanumeric digits following the “F”, excluding the dashes. The PO will automatically print the “F”. Ex: if AFNAFPO is F41999-98-D-6012, you would enter 4199998D6012 (all digits except the “F” and the dashes) For **GSA** enter all digits excluding the dashes. Ex: if GSA is GS-35F-0001G, you would enter GS35F0001G (all digits except the dashes) This field is **required**. If you do not have a GSA/AFNAFPO number you **must** enter a period. Do not enter any other information in this field.
PIIN	Enter the 16 digit PIIN number including dashes. Ex: HDQMWR-02-M-0001 This field is **required**. If you do not have a PIIN number you **must** enter a period. Do not enter any other information in this field.
Requis. Officer	Enter your own name or the name of the Requisitioning Officer (Activity Manager). This is a local business office decision.
Telephone	Enter your telephone number or that of Requis. Officer. The number should be in the following format **ALWAYS** (901) 685-9696.

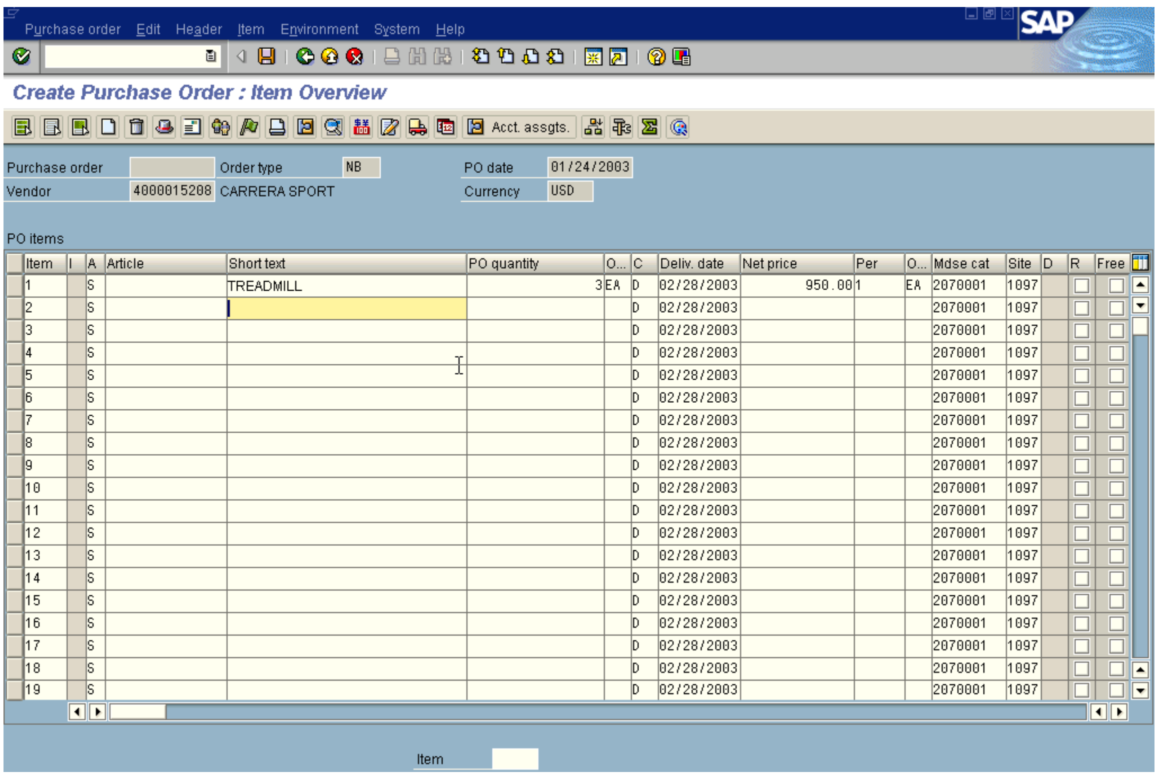


Press the **[Enter]** key or click the green checkmark  to continue.

Screen 3: Create Purchase Order: Item Overview

Field	Description/Usage
Article	Leave blank.
Short text	Enter the appropriate reference short text description.
Oun	Order Unit (i.e. EA for each)
Delivery Date	If you selected a delivery date in the document header, the date will carry over to all line items. If not enter date of delivery, or system defaults today's date.
Net price	Enter net ordered price
Per	Value specifying for how many units of the order price unit the price is valid.
OPUn	Order price unit. Order price units and Order units are often identical. However, you may purchase items that are "prices (for example) by the case, but are purchased by individual unit. In these

	instances, you will be prompted to provide the system with a conversion of the individual unit to case. For example, you may buy wine by the bottle, but it is priced by the case – you must provide the conversion amount of bottle to case (usually 12 bottles to a case).
R (Returns)	Check this box if the item is being returned to the vendor.
Free	Check this box if the item is of no cost. For example if a vendor offers a "Buy ten get one free" special, ten items should be purchase on one line and the free item should be on another line and checked as Free.

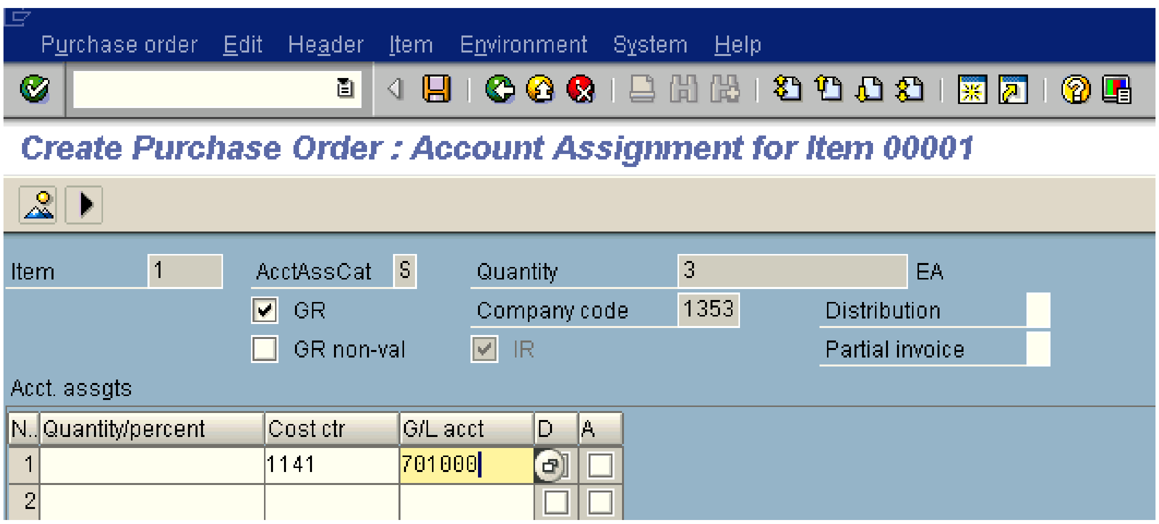


Press the **[Enter]** key or click the green checkmark  to continue.

Screen 4: Create Purchase Order: Account Assignment for item XXXXX

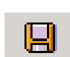
Field	**Description/Usage**
GR	Leave default
GR non-val	Leave default
Distribution	Leave default
Partial Invoice	Leave default

Quantity/Percent	Leave this field blank.
Cost ctr	Enter the **cost center** to which the PO item costs should be expensed.
G/L account	Enter the g/l account to which the PO item costs should be coded. ***Encode the item to the original expense account (e.g. 701000, 686000, 703000, etc.) Do NOT enter USA Offset account number in this field – you will receive an ERROR!***
D	To delete a particular account assignment line item, flag the corresponding deletion indicator. Press Enter to actually delete the line item.
A	Flag this indicator to display further information on an account assignment (e.g., display the G/L account that the asset record will be assigned to).



To go to the next item click 

To review the entries go to .

To save, click the icon .

IMPORTANT: If a purchase order was created for an USA item that is an ASSET, an asset shell MUST be created. See Asset manual for creating an asset.
REMINDER: For USA items that have been invoiced (MIRO) there must be an end of month journal done between the USA account and the G/L account.

REPORTS

Display Purchase Orders by Vendor

You may find it necessary to run various reports to display purchase orders. Individual purchase orders can be viewed very easily using the **Purchase Order > Display** menu path. However, if it is necessary to examine all purchase orders for a cost center (or group of cost centers), for a assignment category (for example USA items), or for a specific purchasing group, use the following menu path:

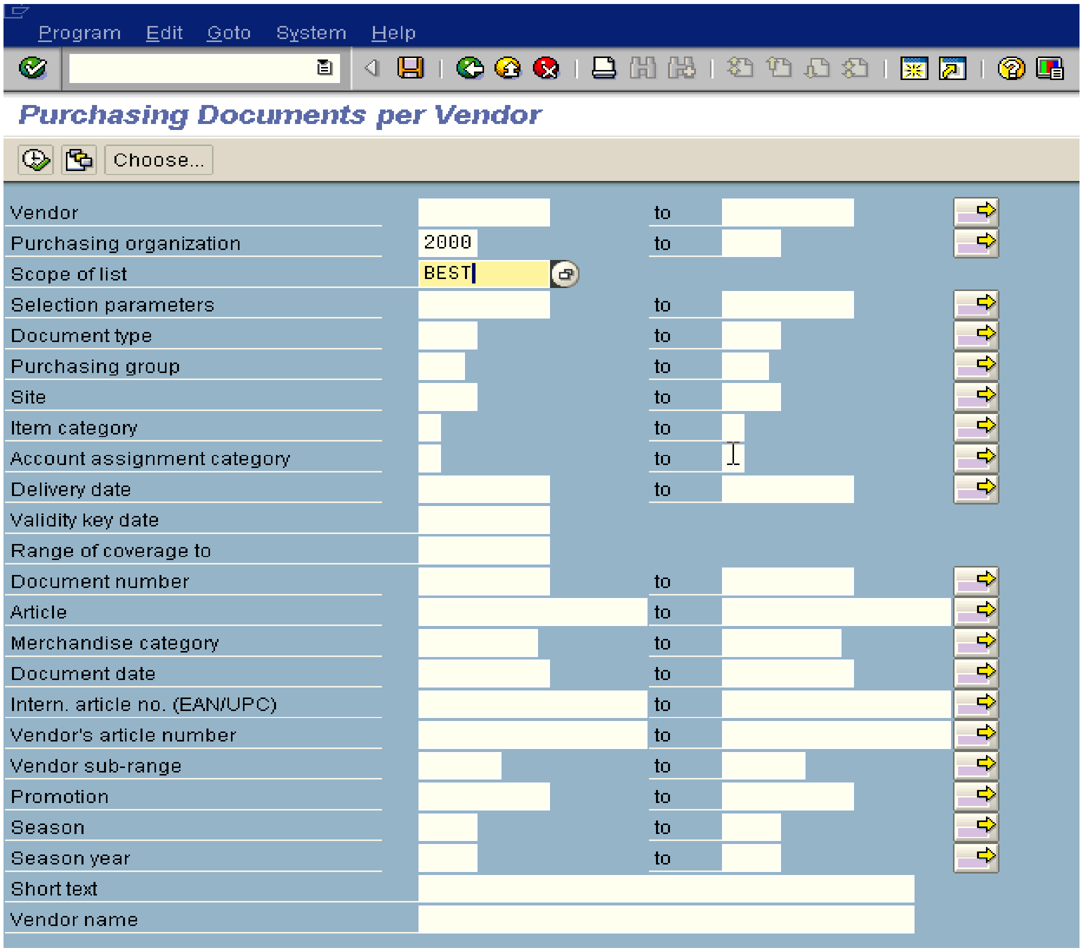
Menu path: **LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDERS >PURCHASE ORDER > LIST DISPLAYS > BY VENDOR**

Transaction code: **ME2L**

Field	Description/Usage
Vendor	Enter vendor number or range of vendor numbers
Purchasing organization	Will default to 2000.
Scope of list	Will default to BEST. Do not change.
Selection parameters	Only use one of the following: 1_OPEN_PO - Reports open purchase orders 2_NO_INV - Reports Open purchase order with Goods Receipt, but no invoice 3_NO_GR - Reports open purchase orders that have no Goods Receipt but an Invoice
Purchasing Group	Enter purchasing group to create a report for only a specific purchasing group. Leave blank for all purchasing groups.
Document type	Enter a document type (ie. restricted PO > $25K)
Merchandise category	Enter Merchandise category to create a report that includes a specific merchandise category. Leave blank for all merchandise categories.

Any of the selection criteria can be identified in order to create a report for a specific set of data.
Choose any/all selection criteria to obtain the desired report.

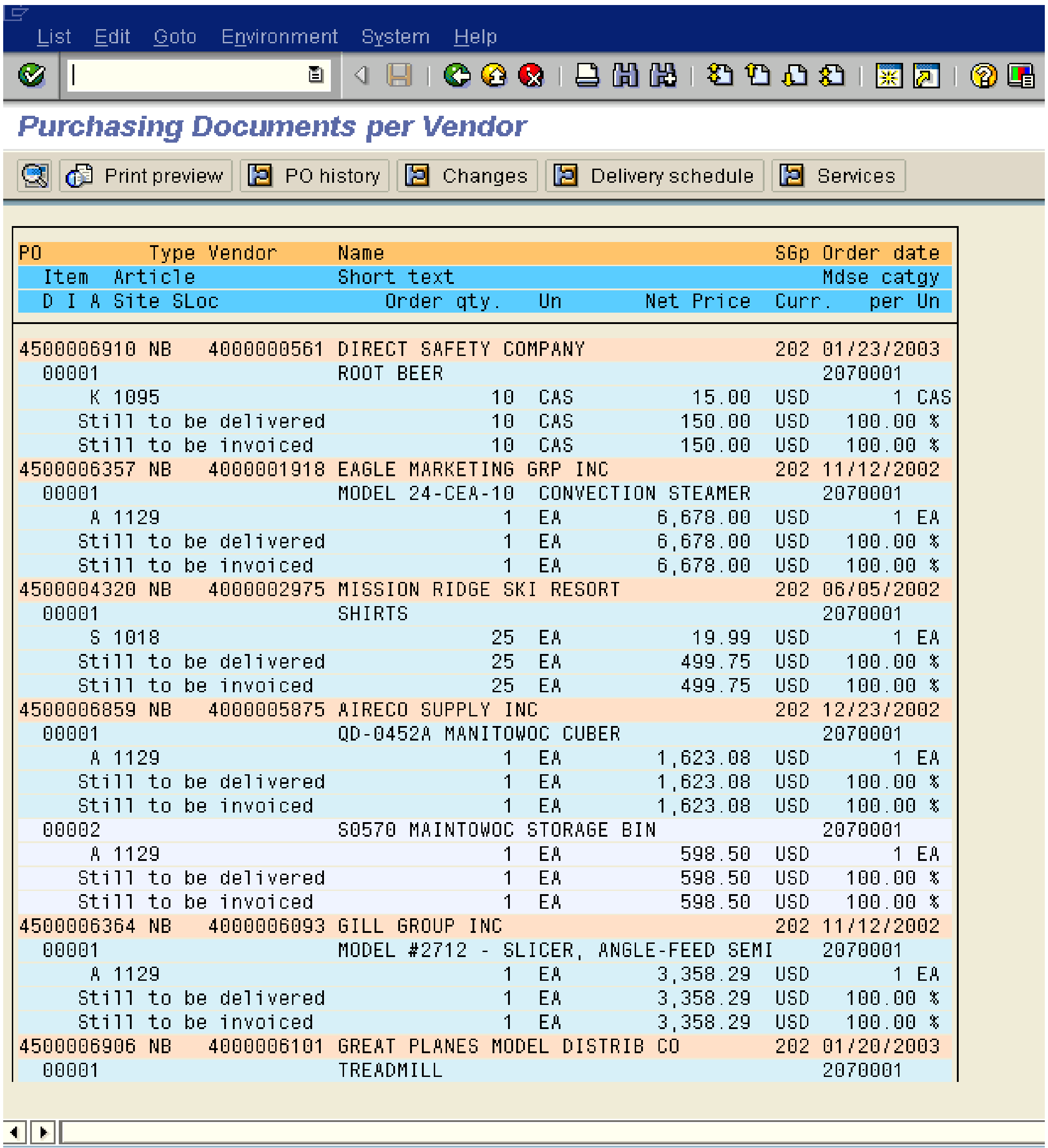
Press the Execute icon 

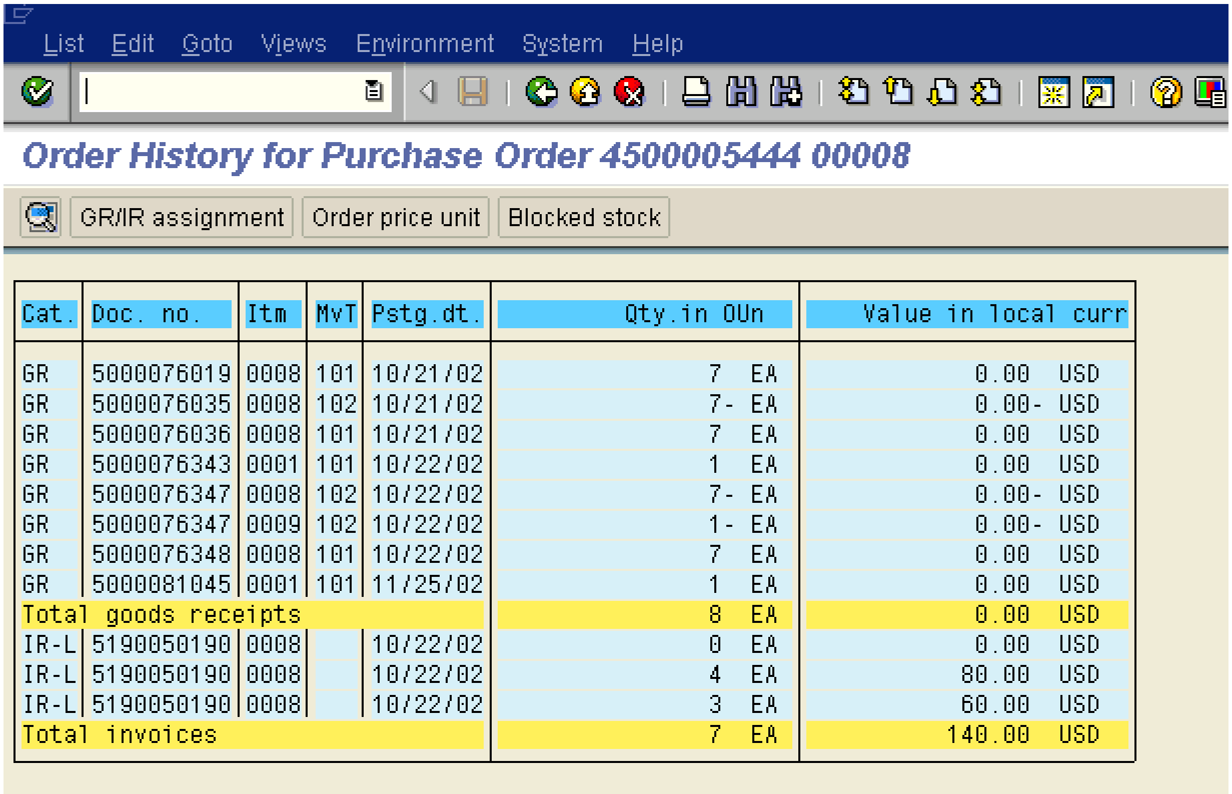

Program Edit Goto System Help
Purchasing Documents per Vendor
Choose...
Vendor
to
Purchasing organization
2000
to
Scope of list
BEST
Selection parameters
to
Document type
to
Purchasing group
to
Site
to
Item category
to
Account assignment category
to
Delivery date
to
Validity key date
Range of coverage to
Document number
to
Article
to
Merchandise category
to
Document date
to
Intern. article no. (EAN/UPC)
to
Vendor's article number
to
Vendor sub-range
to
Promotion
to
Season
to
Season year
to
Short text
Vendor name

The resulting list will include all purchase orders with the criteria selected from the selection screen. The purchase order can be examined by "double-clicking" on the actual purchase order number. The Display Purchase Order: Item Overview screen will appear.

You will be able to identify the status of the purchase order based on the quantities received (still to be delivered) and quantity invoiced (still to be invoiced).

If you wish to view individual GR/IR documents, simply click on one of the line items

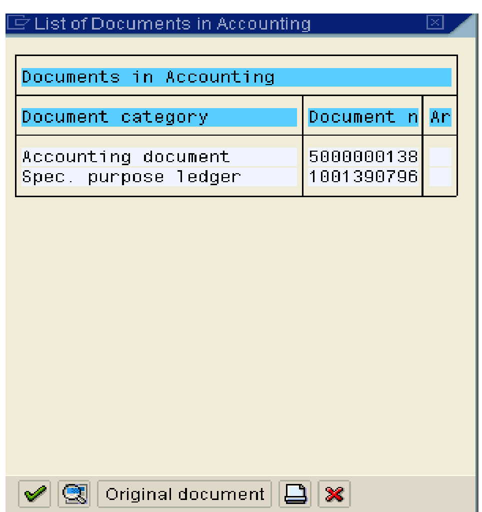




Cat.	Doc. no.	Itm	MvT	Pstg.dt.	Qty.in OUn	Value in local curr
GR	5000076019	0008	101	10/21/02	7 EA	0.00 USD
GR	5000076035	0008	102	10/21/02	7- EA	0.00- USD
GR	5000076036	0008	101	10/21/02	7 EA	0.00 USD
GR	5000076343	0001	101	10/22/02	1 EA	0.00 USD
GR	5000076347	0008	102	10/22/02	7- EA	0.00- USD
GR	5000076347	0009	102	10/22/02	1- EA	0.00- USD
GR	5000076348	0008	101	10/22/02	7 EA	0.00 USD
GR	5000081045	0001	101	11/25/02	1 EA	0.00 USD
Total goods receipts					8 EA	0.00 USD
IR-L	5190050190	0008		10/22/02	0 EA	0.00 USD
IR-L	5190050190	0008		10/22/02	4 EA	80.00 USD
IR-L	5190050190	0008		10/22/02	3 EA	60.00 USD
Total invoices					7 EA	140.00 USD

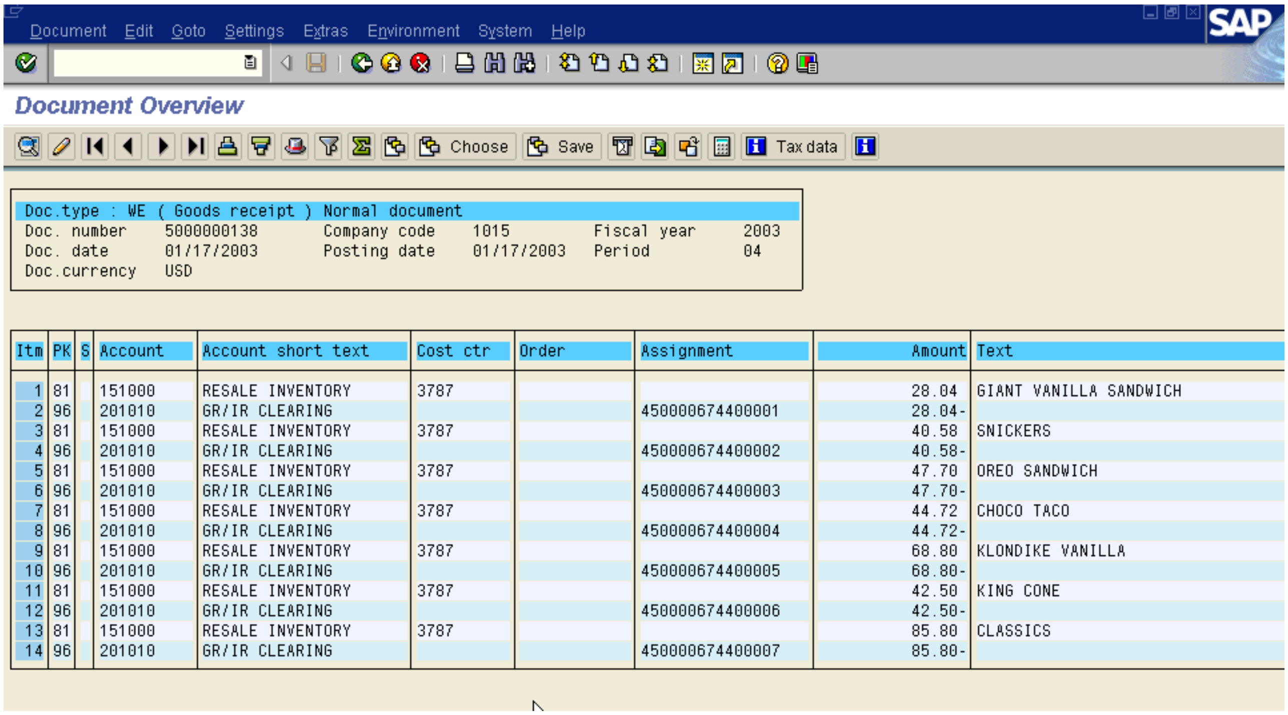
(make sure that the cursor is placed on an individual line item). Then select the PO HISTORY icon

If you wish to review the actual general ledger entry associated with the GR document, "double-click' on the line item, then select the ACCOUNTING DOCS… push button



Documents in Accounting		
Document category	Document n	Ar
Accounting document	5000000138	
Spec. purpose ledger	1001390796	

If you wish to review an individual general ledger line item associated with the IR document, “double-click’ on the line item.



Doc.type : WE (Goods receipt) Normal document
Doc. number 5000000138 Company code 1015 Fiscal year 2003
Doc. date 01/17/2003 Posting date 01/17/2003 Period 04
Doc.currency USD

Itm	PK	S	Account	Account short text	Cost ctr	Order	Assignment	Amount	Text
1	81		151000	RESALE INVENTORY	3787			28.04	GIANT VANILLA SANDWICH
2	96		201010	GR/IR CLEARING			450000674400001	28.04-	
3	81		151000	RESALE INVENTORY	3787			40.58	SNICKERS
4	96		201010	GR/IR CLEARING			450000674400002	40.58-	
5	81		151000	RESALE INVENTORY	3787			47.70	OREO SANDWICH
6	96		201010	GR/IR CLEARING			450000674400003	47.70-	
7	81		151000	RESALE INVENTORY	3787			44.72	CHOCO TACO
8	96		201010	GR/IR CLEARING			450000674400004	44.72-	
9	81		151000	RESALE INVENTORY	3787			68.80	KLONDIKE VANILLA
10	96		201010	GR/IR CLEARING			450000674400005	68.80-	
11	81		151000	RESALE INVENTORY	3787			42.50	KING CONE
12	96		201010	GR/IR CLEARING			450000674400006	42.50-	
13	81		151000	RESALE INVENTORY	3787			85.80	CLASSICS
14	96		201010	GR/IR CLEARING			450000674400007	85.80-	

Display Purchase Order by PO Number

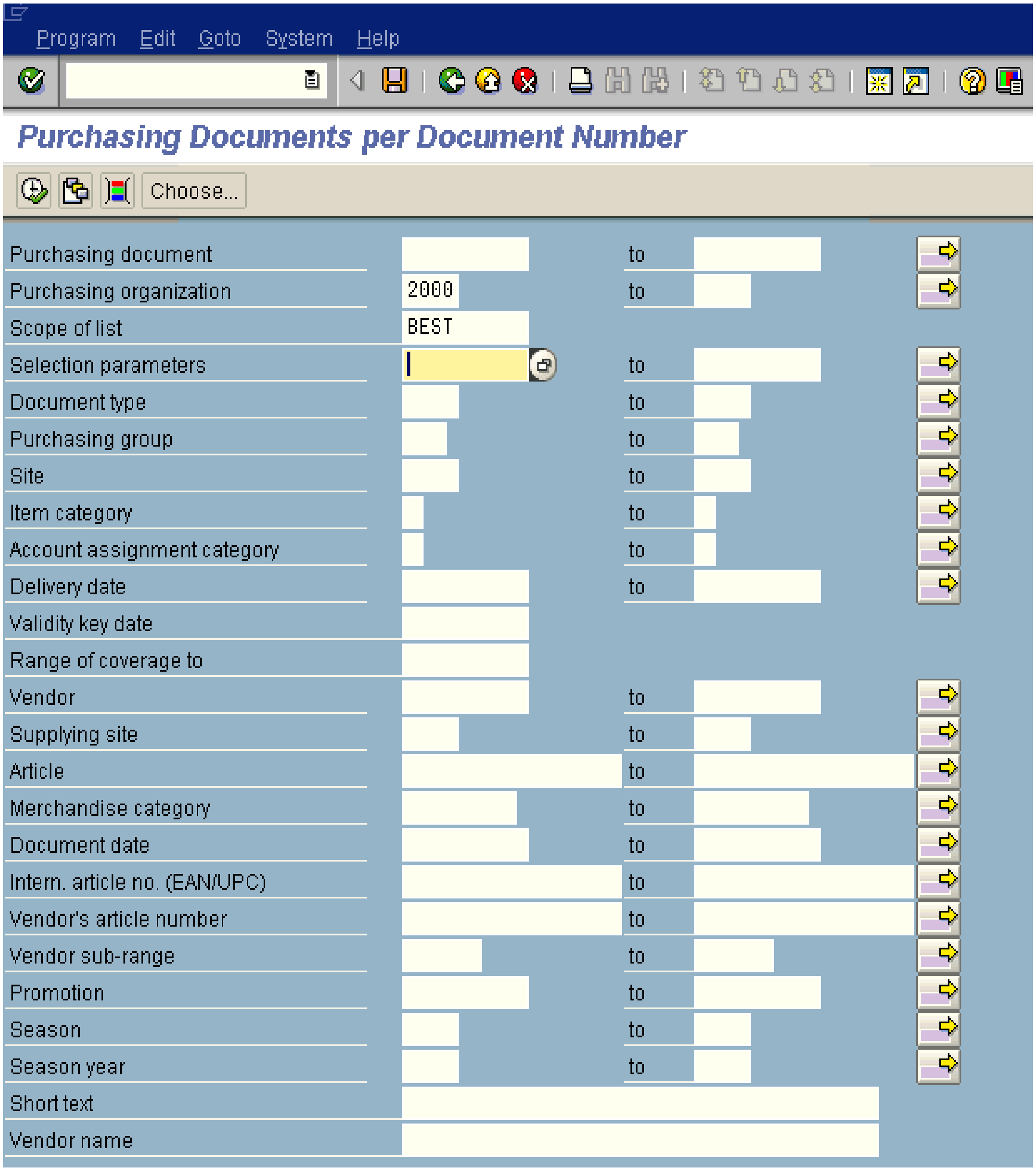
Use this process when a list of purchase orders is needed.

Menu path: **LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDERS > PURCHASE ORDER > LIST DISPLAY > BY PO NUMBER**

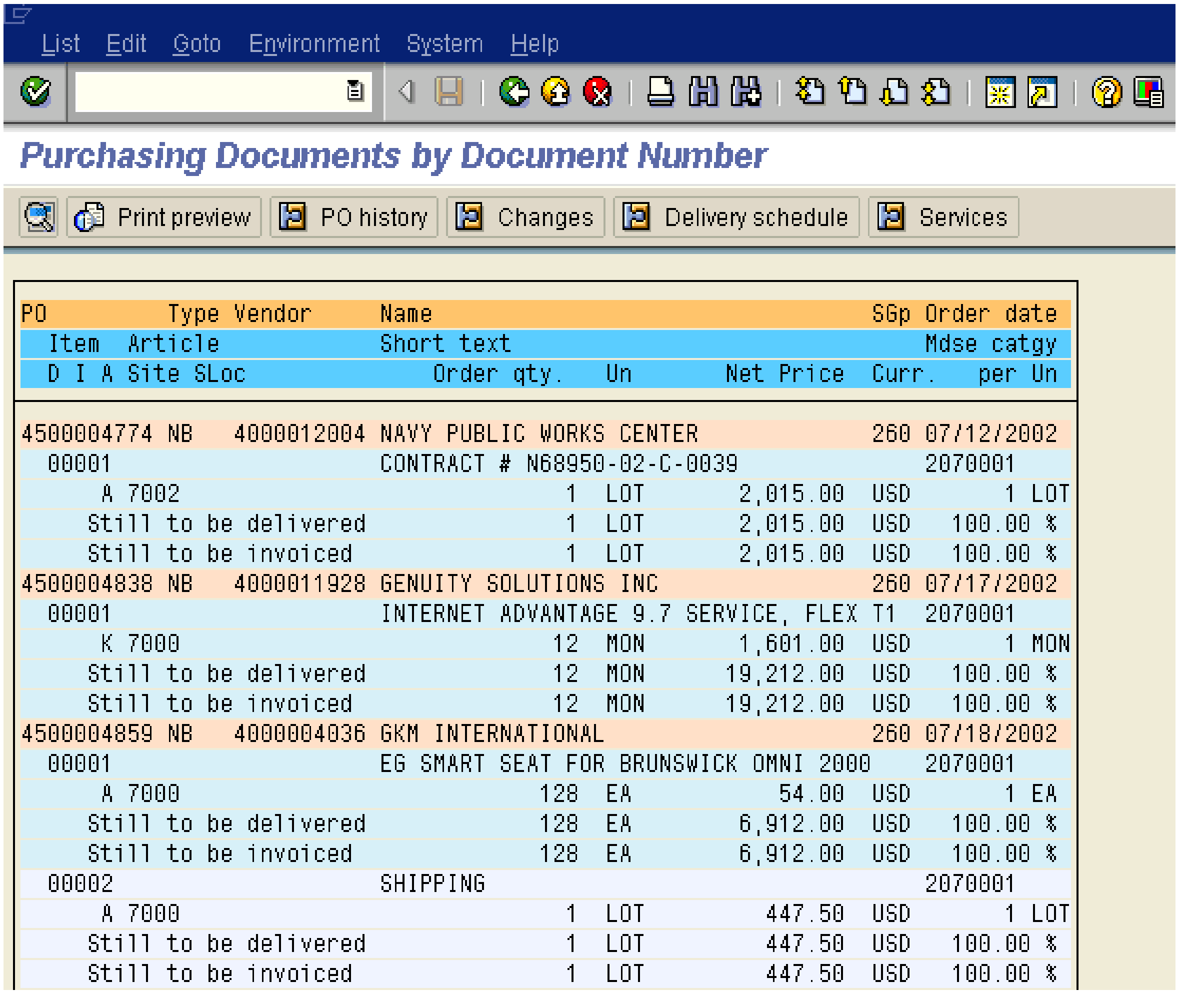
Transaction code: **ME2N**

Purchasing Documents per Document Number

Field Name	Description
Purchasing document	Document number(s)
Purchasing organization	Enter 2000.
Scope of list	BEST is default.
Selection parameters	Only use one of the following: 1_OPEN_PO - Reports open purchase orders 2_NO_INV - Reports open purchase orders with Goods Receipt, but no invoice
Document type	Type of purchasing document(s)
Purchasing group	Enter Purchasing Group
Site	Enter site number or leave blank for all.
Item category	Leave blank
Account assignment category	Select using the drop down menu
Delivery date	Date that the items are scheduled to be delivered
Validity key date	Only items that are relevant for this date are shown
Range of coverage to	Date that the outline agreement will be fulfilled
Vendor	Vendor name
Supplying site	Describes site from which material is supplied.
Article	Article Number
Merchandise category	Merchandise Category
Document date	Date that the document was originally created
Intern. Article number (EAN/UPC)	If material number is not known, but EAC or UPC is known
Vendor's material number	Material number for the vendor
Vendor sub-range	Subdivision of a vendor's total product range according to various criteria.
Promotion	Number identifying a promotion for which procurement is to take place.
Season	Key that identifies season type
Season year	Indicates the first season year when the material will be sold
Short text	Short description of the material
Vendor name	Name of the vendor

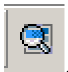


Select the execute button  to generate the list.

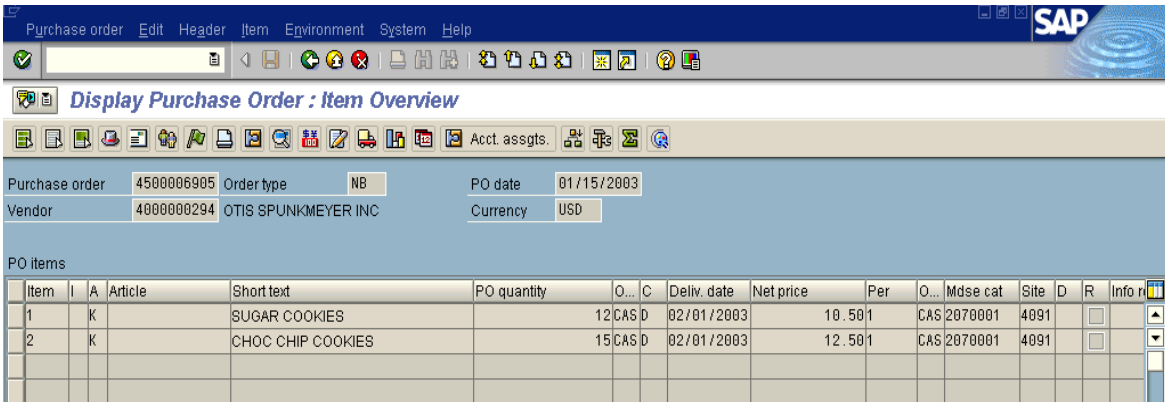


In the output screen as shown above, the following user actions can be performed to display further details. Place the cursor on a line item and select an icon to “drill down” into the report.

Icons	Description/Usage
	Displays details of the purchase order
	Displays history of the purchase order such as goods receipts documents and invoice documents.
	Displays any changes to the header of the PO
	Displays the delivery date, time, scheduled qty, qty delivered, and the creation indicator
	Not used by MWR/VQ

For example, place the cursor on the purchase order number, highlight it by clicking once, then select . The purchase order document overview screen appears.

Display Purchase order: Item Overview



Select a line item to view more detail about that item. Click the  to return to the purchase order list.

Display Purchase Orders by Account Assignment

Background Information

Purchase order listings, by merchandise category, enables the purchasing organization and others to view all purchase orders that have been created for an account assignment for an individual site or range of sites. Account assignment objects include cost center, order, or asset.

Menu path: **LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDERS > PURCHASE ORDER > LIST DISPLAYS > BY ACCOUNT ASSIGNMENT > GENERAL**

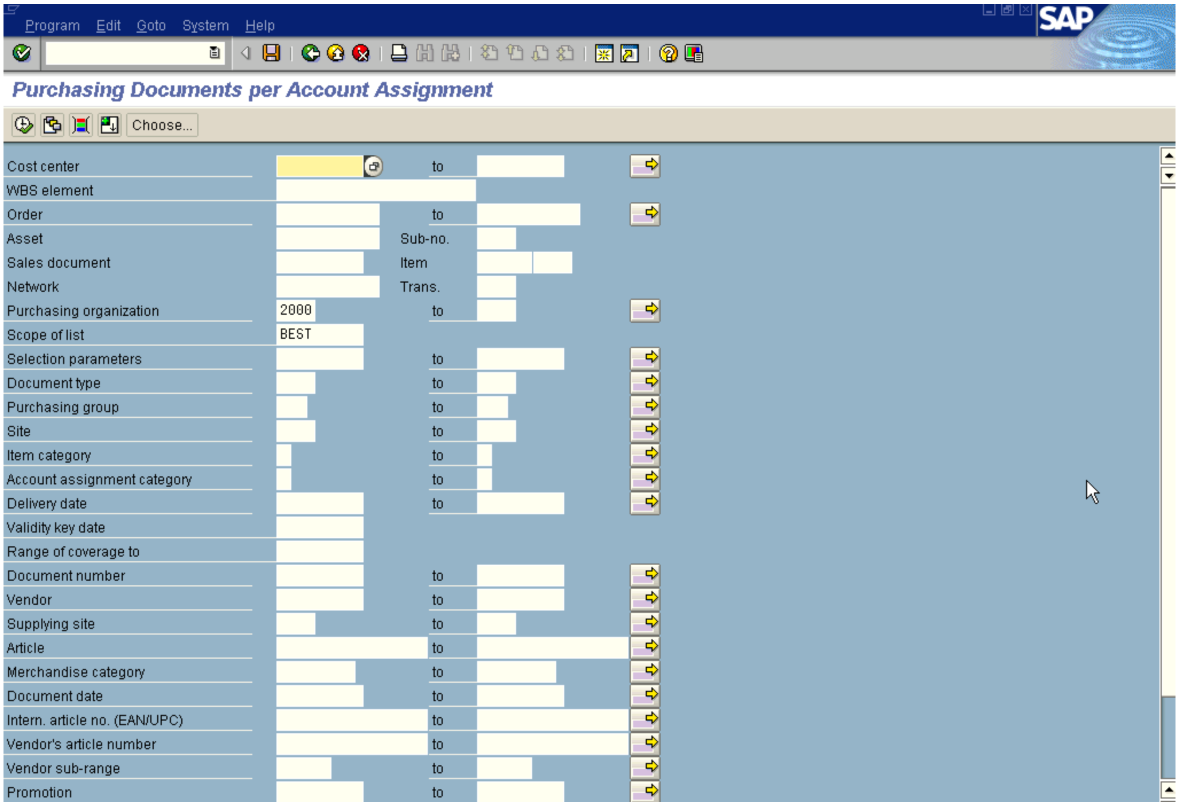
Transaction Code: **ME2K**

Field	Description/ Usage
Cost center	Cost center number used on PO.
WBS element	Leave Blank Not used
Order	Internal Order Number
Asset	Enter asset number or select from pull down menu
Sales document	Leave Blank Not used.
Network	Leave Blank Not used.
Purchasing organization	Enter 2000.

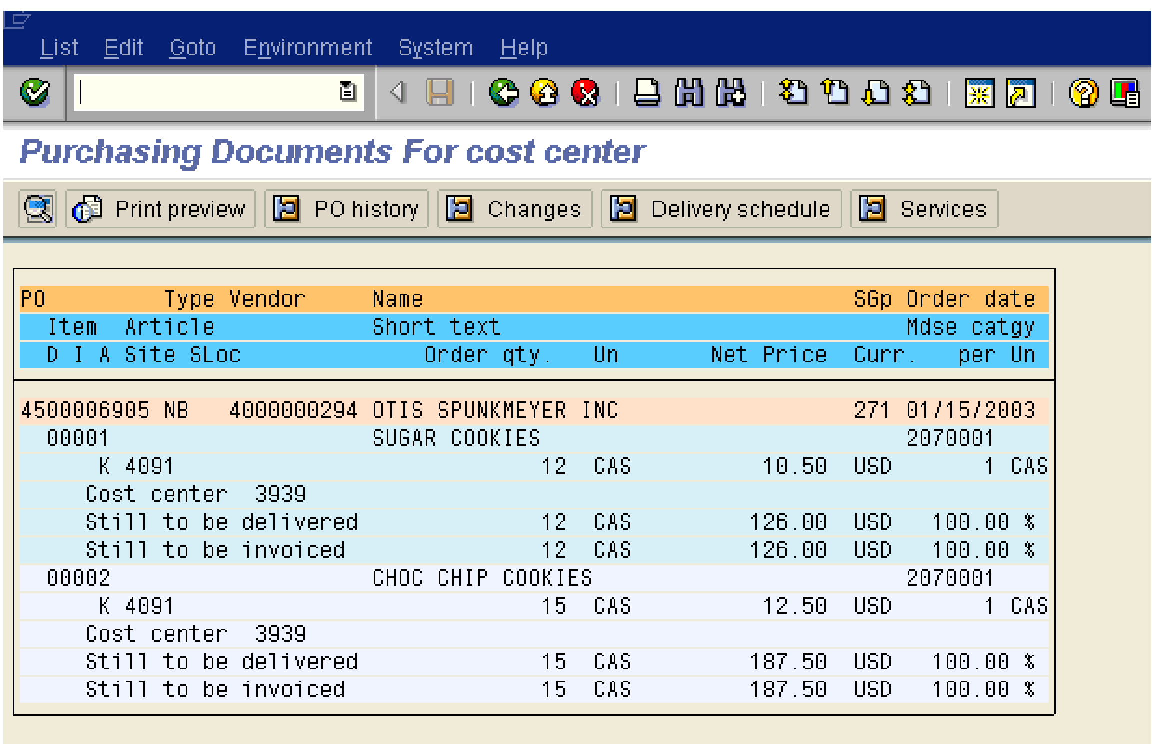
Scope of list	"BEST" will default. Use default
Selection parameters	Only use one of the following: 1_OPEN_PO - Reports open purchase orders 2_NO_INV - Reports open purchase order with Goods Receipt, but invoice 3_NO_GR - Reports open purchase orders with no Goods Receipts but an Invoice
Document type	Enter purchasing document(s) type.
Purchasing group	Enter Purchasing Group
Site	Enter site.
Item category	Type of purchase order
Acct. assignment category	Account where costs are allocated
Delivery date	Date that the items are scheduled to be delivered
Validity key date	Only items that are relevant for this date are shown
Range of coverage to	Date that the outline agreement will be fulfilled
Vendor	Vendor number
Supplying site	Site supplying materials for stock transport orders
Article	Material master number
Merchandise category	Merchandise Category Number.
Document date	Date that the document was originally created
Intern. article no. (EAN/UPC)	If material number is not known, but EAC or UPC is known
Vendor's article number	Material number for the vendor
Vendor sub-range	Subdivision of a vendor's total product range according to various criteria.
Promotion	Number identifying a promotion for which procurement is to take place.
Season	Key that identifies season type
Season year	Indicates the first season year when the material will be sold
Short text	Short description of the material
Vendor name	Name of vendor

Select the Execute  icon.

Purchasing Documents For cost center



-



In the screen as shown above, the following user actions can be performed to display further details. Place the cursor on a line item (such as line item number) and use the following radio buttons in the menu to display further details of the line item of the purchase order.

Icons	Description/Usage
	Displays details of the purchase order
 PO history	Displays history of the purchase order such as goods receipts documents and invoice documents.
 Changes	Displays any changes to the header of the PO
 Deliv. schedule	Displays the delivery date, time, scheduled qty, qty delivered, and the creation indicator
 Services	Not used by MWR/VQ

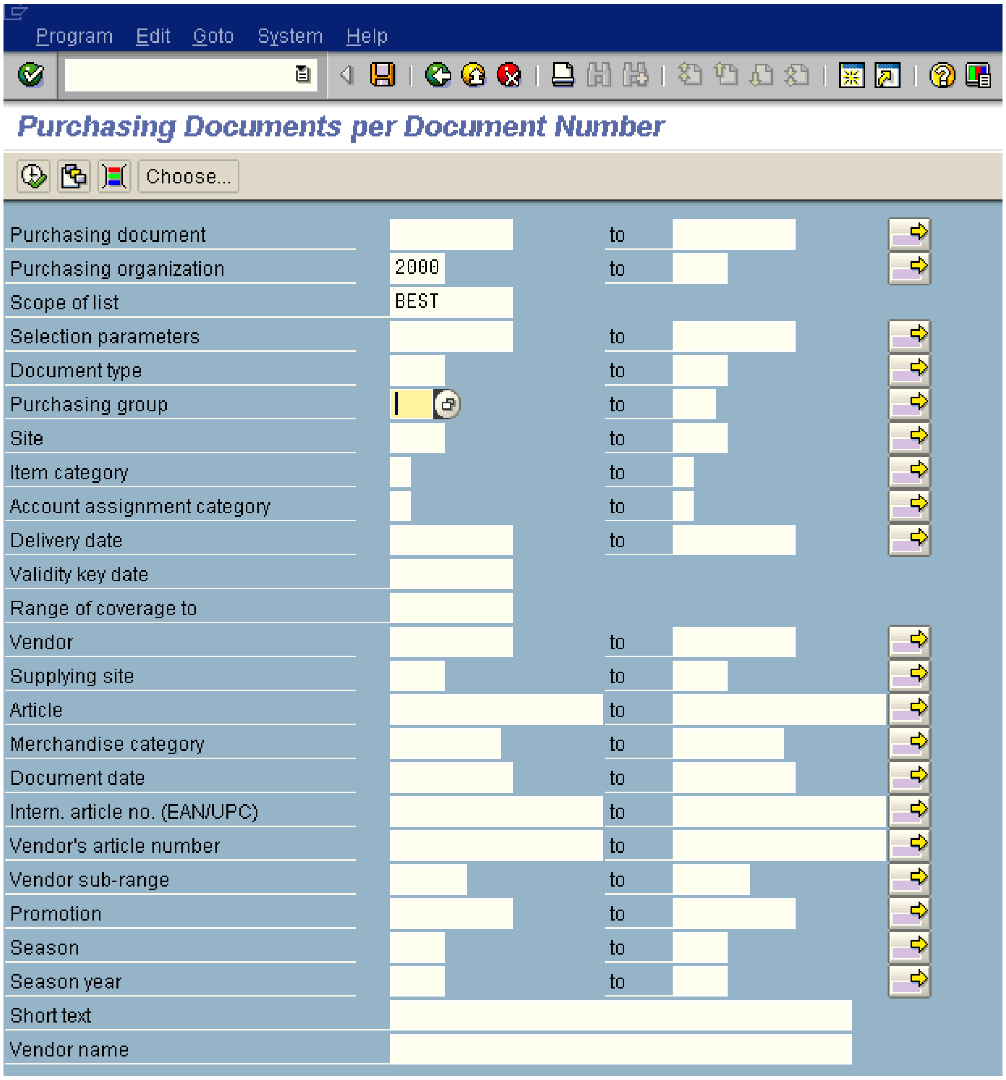
Purchase Orders with Open Items:

You may find it necessary throughout the fiscal year and especially at the end of the year, to check the status of all your purchase orders. For example, you may wish to identify all those purchase orders where the promised delivery date has passed and the ordered goods have **NOT** been received. In this case, you may need to re-negotiate the delivery date, cancel the order with the permission of the requesting official, or void the purchase order due to an error in processing. For example, the goods receipt/invoice was incorrectly entered into the system through the "direct invoice" method.

To produce this report/listing of purchase orders where the delivery date has past without full receipt of goods use the following menu path:

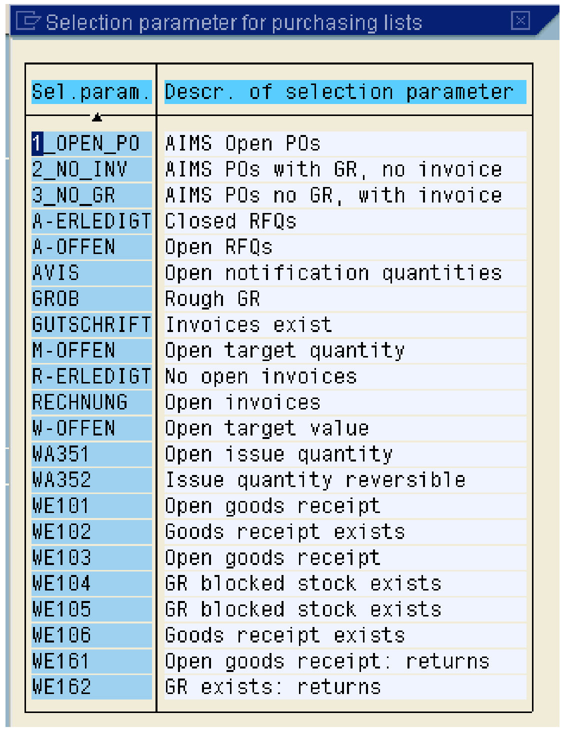
Menu path: **LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDERS > PURCHASE ORDER>LIST DISPLAYS > BY PO NUMBER**

Transaction Code: **ME2N**



This screen allows certain parameters to be set.

1. Leave the field “Purchasing Document” blank
2. The field “Purchasing Organization” will default to “2000”
3. The field “Scope of List” should default to “BEST”
4. Using the drop down arrow for the field “Selection Parameters”, select the first item on the list, 1_OPEN_PO (AIMS Open POs) as shown below.

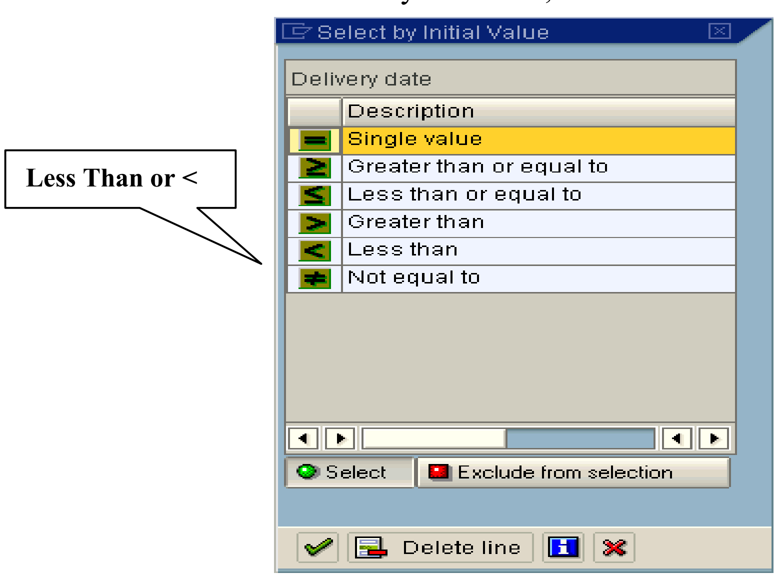


Selection parameter for purchasing lists

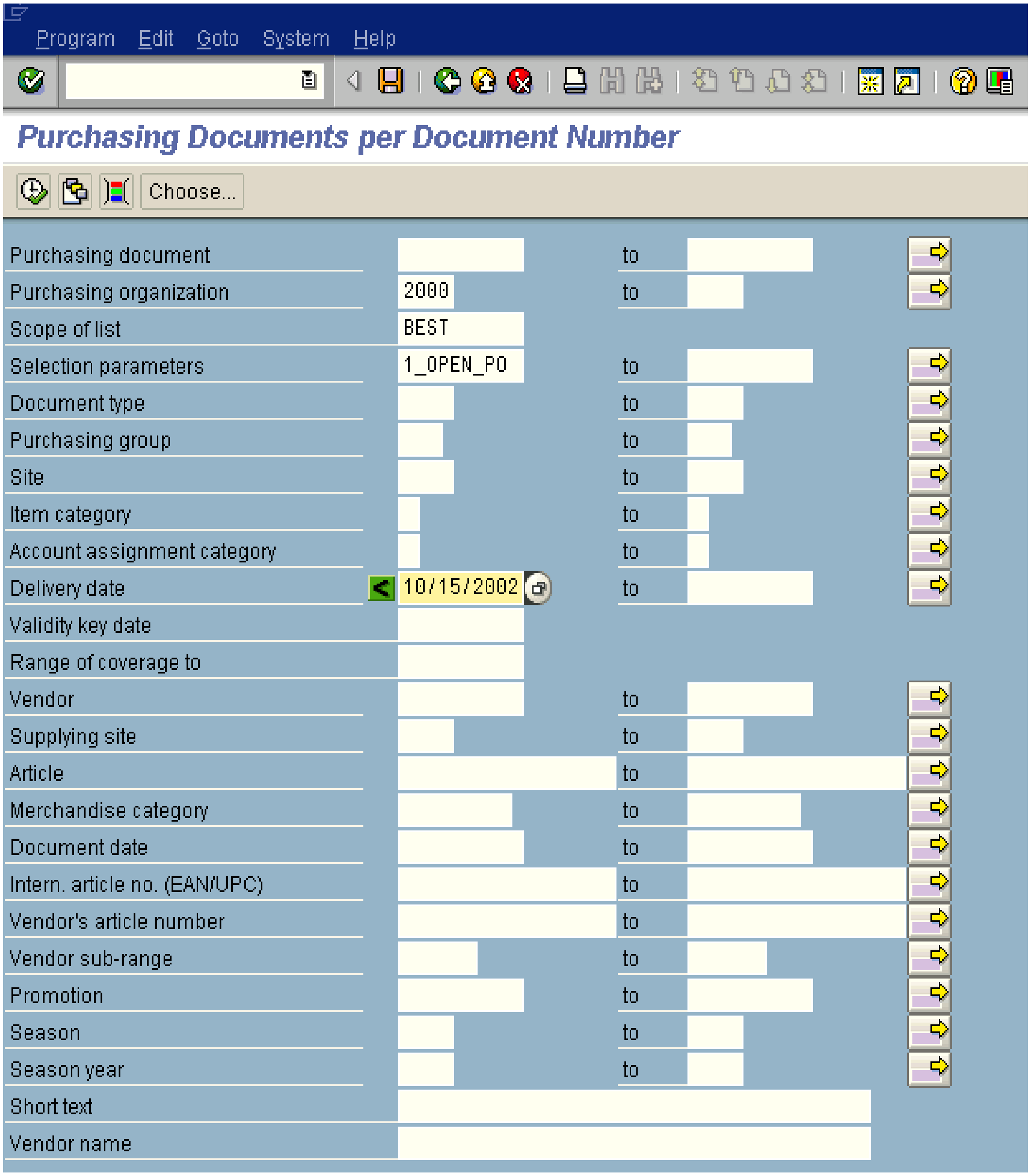
Sel.param.	Descr. of selection parameter
1_OPEN_PO	AIMS Open POs
2_NO_INV	AIMS POs with GR, no invoice
3_NO_GR	AIMS POs no GR, with invoice
A-ERLEDIGT	Closed RFQs
A-OFFEN	Open RFQs
AVIS	Open notification quantities
GROB	Rough GR
GUTSCHRIFT	Invoices exist
M-OFFEN	Open target quantity
R-ERLEDIGT	No open invoices
RECHNUNG	Open invoices
W-OFFEN	Open target value
WA351	Open issue quantity
WA352	Issue quantity reversible
WE101	Open goods receipt
WE102	Goods receipt exists
WE103	Open goods receipt
WE104	GR blocked stock exists
WE105	GR blocked stock exists
WE106	Goods receipt exists
WE161	Open goods receipt: returns
WE162	GR exists: returns

Enter the relevant site in the field labeled "**SITE**". You may choose to insert an entry into the "Purchasing Group" field if you wish to further refine the search. You may use any of the criteria on this screen and in the dynamic selections to further identify the purchase orders.

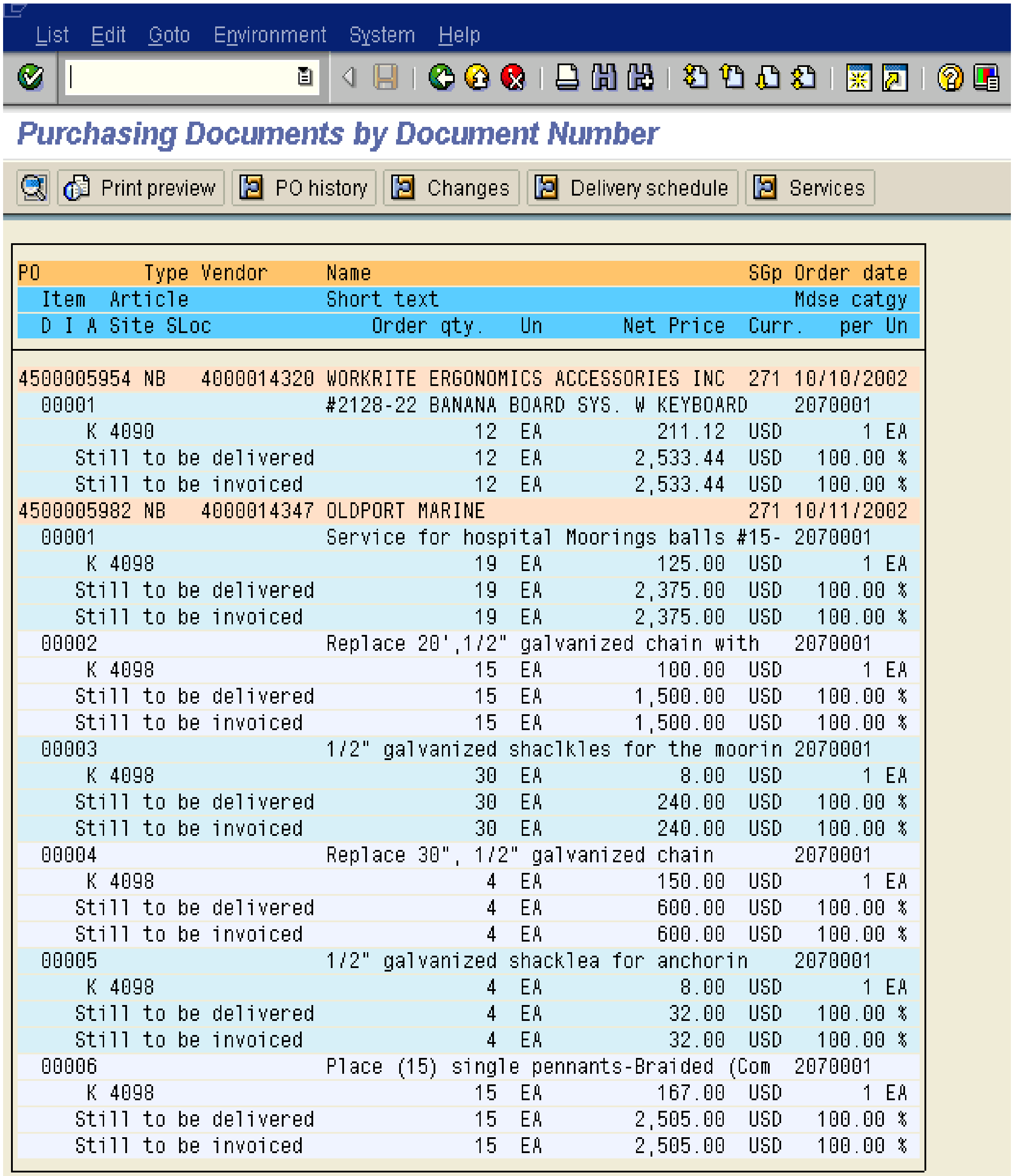
In the field "Delivery Date", you need to identify the promised delivery date(s) (from the purchase order) that you wish to view. For example, you may wish to view ALL purchase orders with delivery dates that were prior to 15 October 2002. The resulting report will list all purchase orders with delivery dates prior to 15 October 2002 that have NOT been fully received. In our example, we will put 10/15/2002 in the "Delivery Date" field. Double click in the delivery date field, select "less than"or "<".



This will ensure that you will get a listing of all purchase orders with delivery dates "less than" or prior to 10/15/2002.



Click the Execute icon. 




```
PO          Type Vendor     Name                                SGp Order date
  Item   Article            Short text                              Mdse catgy
  D I A Site SLoc               Order qty.   Un         Net Price  Curr.   per Un

4500005954 NB   4000014320 WORKRITE ERGONOMICS ACCESSORIES INC  271 10/10/2002
  00001                    #2128-22 BANANA BOARD SYS. W KEYBOARD    2070001
      K 4090                          12   EA           211.12  USD        1 EA
     Still to be delivered            12   EA         2,533.44  USD   100.00 %
     Still to be invoiced             12   EA         2,533.44  USD   100.00 %
4500005982 NB   4000014347 OLDPORT MARINE                       271 10/11/2002
  00001                    Service for hospital Moorings balls #15- 2070001
      K 4098                          19   EA           125.00  USD        1 EA
     Still to be delivered            19   EA         2,375.00  USD   100.00 %
     Still to be invoiced             19   EA         2,375.00  USD   100.00 %
  00002                    Replace 20',1/2" galvanized chain with   2070001
      K 4098                          15   EA           100.00  USD        1 EA
     Still to be delivered            15   EA         1,500.00  USD   100.00 %
     Still to be invoiced             15   EA         1,500.00  USD   100.00 %
  00003                    1/2" galvanized shaclkles for the moorin 2070001
      K 4098                          30   EA             8.00  USD        1 EA
     Still to be delivered            30   EA           240.00  USD   100.00 %
     Still to be invoiced             30   EA           240.00  USD   100.00 %
  00004                    Replace 30", 1/2" galvanized chain       2070001
      K 4098                           4   EA           150.00  USD        1 EA
     Still to be delivered             4   EA           600.00  USD   100.00 %
     Still to be invoiced              4   EA           600.00  USD   100.00 %
  00005                    1/2" galvanized shacklea for anchorin    2070001
      K 4098                           4   EA             8.00  USD        1 EA
     Still to be delivered             4   EA            32.00  USD   100.00 %
     Still to be invoiced              4   EA            32.00  USD   100.00 %
  00006                    Place (15) single pennants-Braided (Com  2070001
      K 4098                          15   EA           167.00  USD        1 EA
     Still to be delivered            15   EA         2,505.00  USD   100.00 %
     Still to be invoiced             15   EA         2,505.00  USD   100.00 %
```

The resulting report, as shown above, should be reviewed very carefully. Requesting officials and/or vendors may need to be contacted to determine the true status of the order. You will also find it necessary to determine whether items on these purchase orders were incorrectly received and invoiced through the "DIRECT INVOICE" method.

After determining the status of the purchase orders, some purchase orders may need to be "deleted/closed". In the case where NONE of the line items have been received, the entire purchase order should be "deleted".

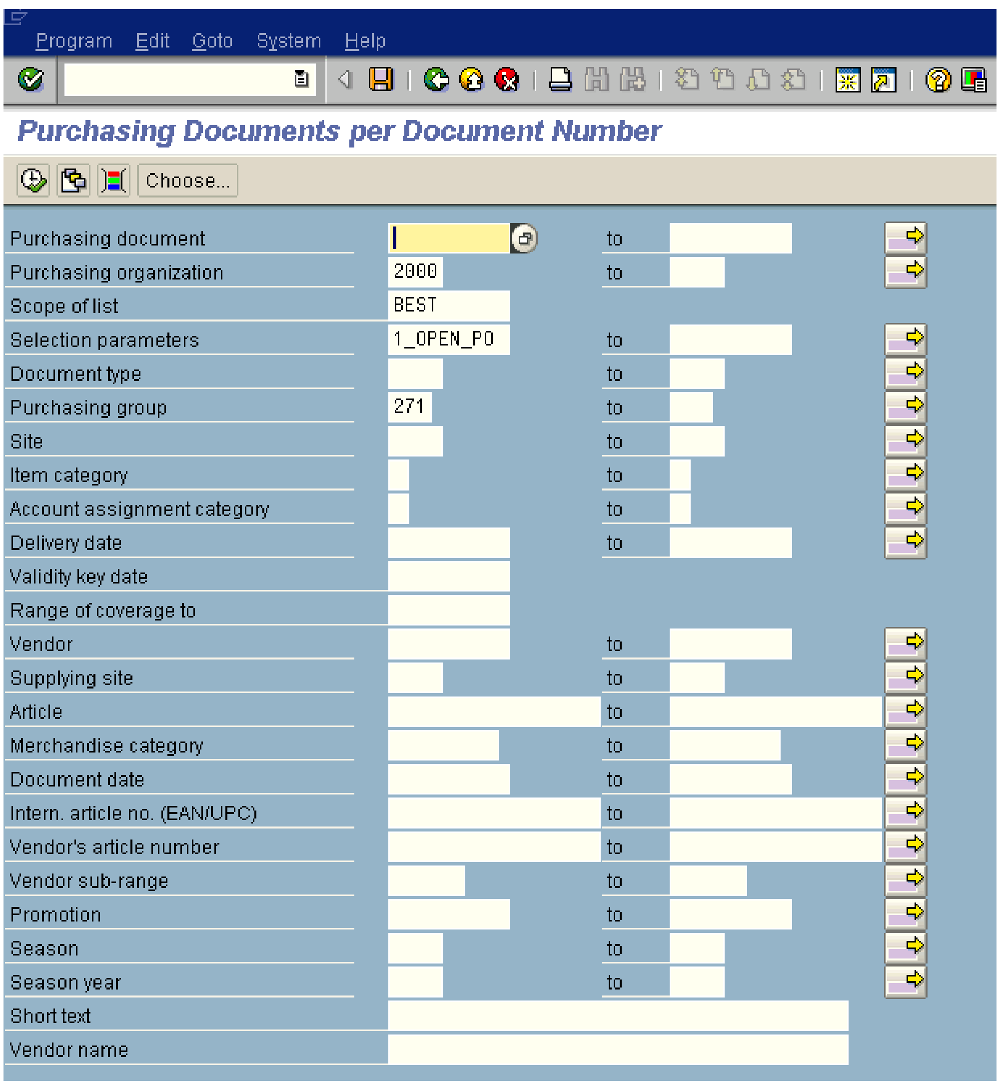
Report Purchase Orders – With Goods Receipt but with No Invoices

Periodically, you will need to review the status of Purchase Orders that have had **Goods Receipts** entered into the system, but have had **NO INVOICE** entered. In some cases, you will need to follow-up by calling the vendor for the invoice and in other cases, you will find that the invoice was actually entered through the "direct invoice" method in error. If this is the case, you must REVERSE the goods receipt in order to reverse the duplicate expense for the items (remembering that at the time of the Goods Receipt, the expense is incurred).

To produce this report (listing) of purchase orders where goods have been received but no invoice has been entered, use the following menu path:

Menu Path: **LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDERS > PURCHASE ORDER>LIST DISPLAY > BY PO NUMBER**

Transaction code: **ME2N**

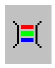


Leave the first field, “Purchasing document” BLANK.

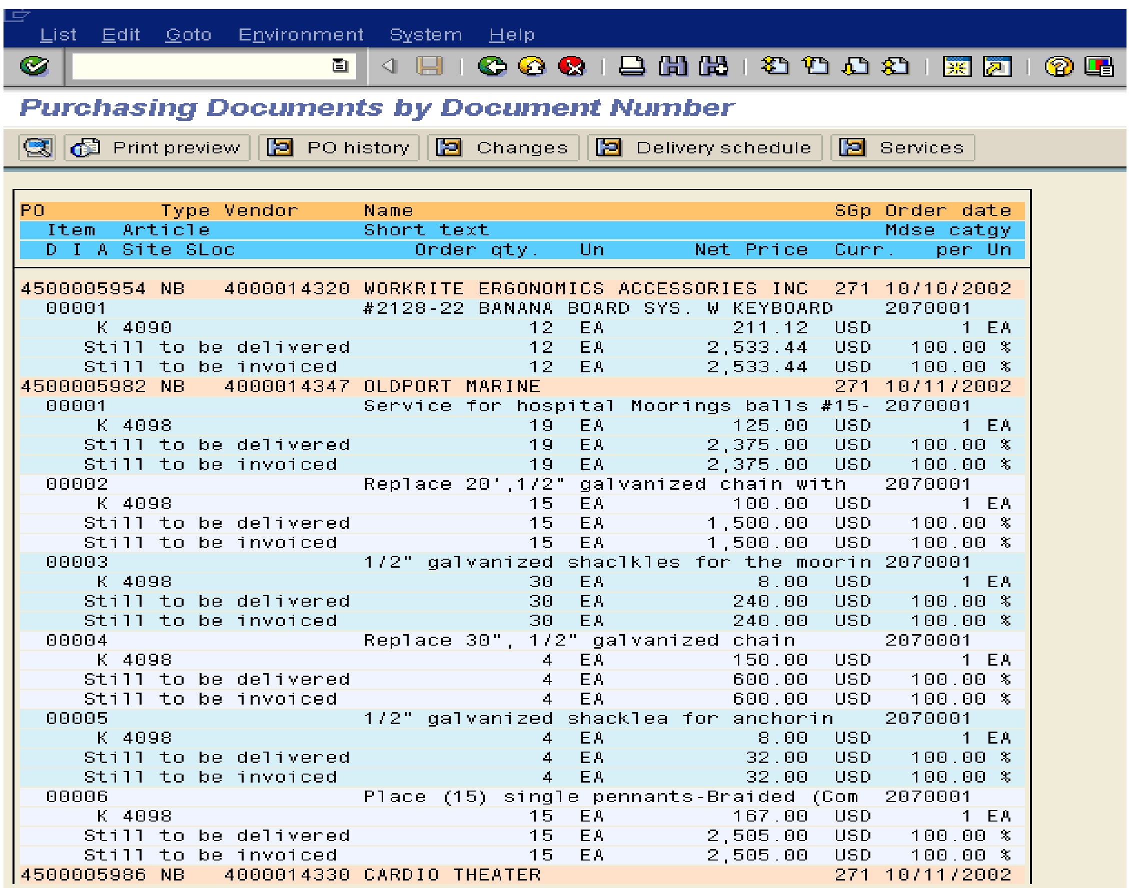
The next field, “Purchasing organization” should default to “2000”.

The next field, “Scope of list” will default to “BEST”.

For the field, “Selection parameters”, using the drop down search arrow, select the second item on the window listing: **2_NO_INV** (AIMS PO’s with GR, No Invoice)

Enter the relevant site number in the “SITE” field. In our example, we have used site number 1287. You may also select a purchasing group, if you wish to further narrow the parameters of your search. (You may use ANY of the criteria on this screen and/or in the Dynamic Selections  to further identify the purchase orders you wish to search for)

Click the Execute icon  .



The resulting report should be reviewed **VERY** closely. By noting the "order date" in the far right column, you may detect that some items are current and are awaiting invoices from vendors. Vendors may need to be contacted and reminded to submit an invoice in cases where the purchase order appears "old". You must also ensure that the invoice was not erroneously entered through the "DIRECT INVOICE" method resulting in a doubling of the expense for that item. If this occurs, be sure to reverse the Goods Receipt (through the Logistics module), then "close" out that purchase order so no further goods receipts/invoice can be entered against it.

USA Report– PO's With Goods Receipt

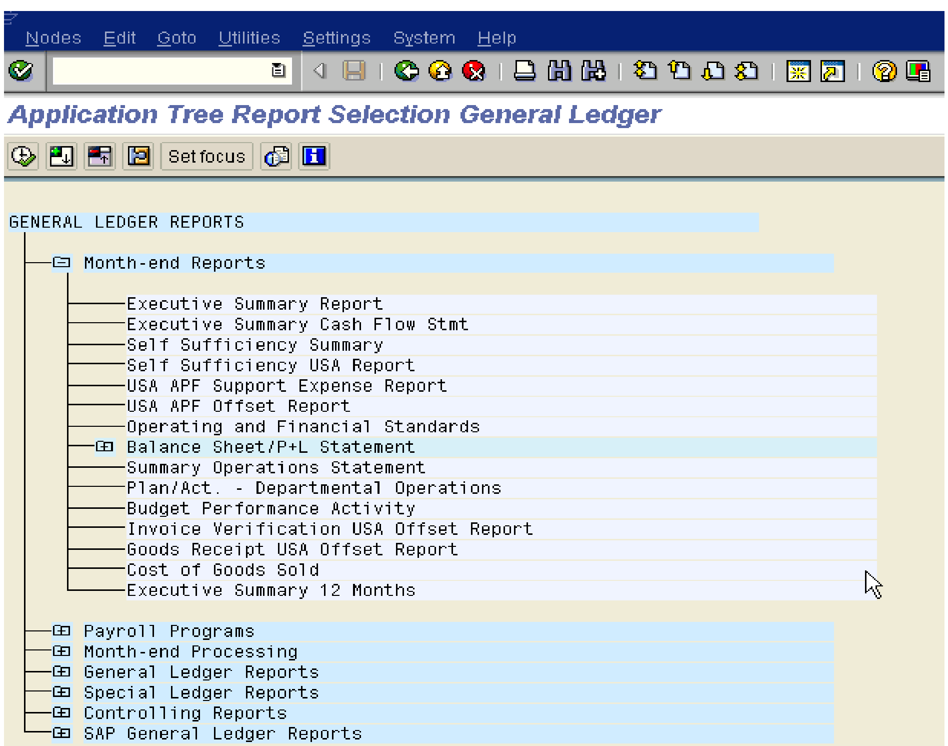
It may be necessary to review the status of USA Items that have been procured through the Procurement module and have been received (using Goods Receipt). The following report may be used for information only, as per USA Procedures (as directed by MWR HQ), the USA offset entry and establishment of the receivable ***cannot be made until the time of invoice verification*** (or time of inputting of the invoice!!) You may find this report useful in an effort to monitor and manage USA purchases or to correct errors prior to invoice/vendor payment.

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > PERIODIC PROCESSING > INFORMATION SYSTEM > REPORT SELECTION**

Transaction Code: **F.97**

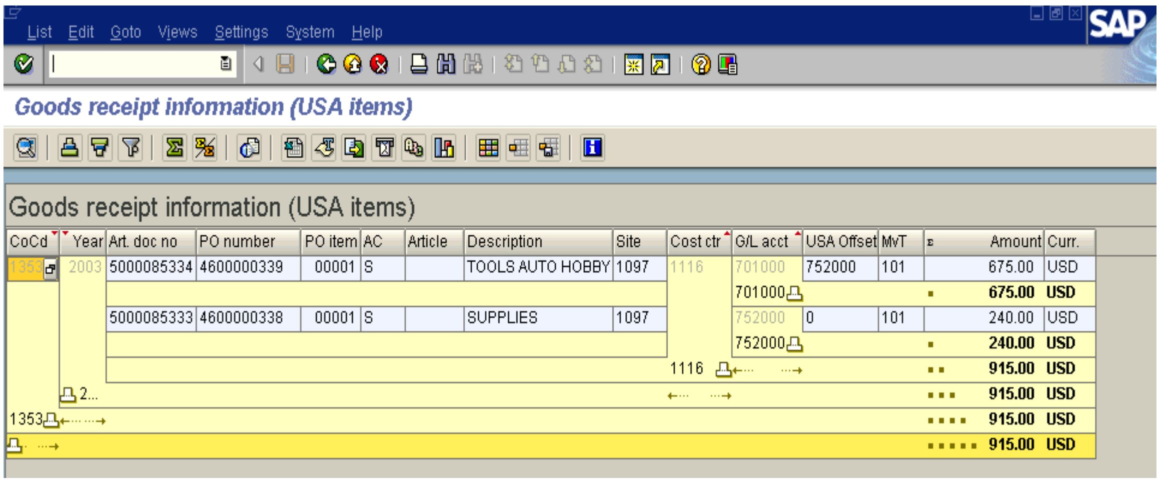
SELECT: MONTH END REPORT>GOODS RECEIPT USA OFFSET REPORT

.



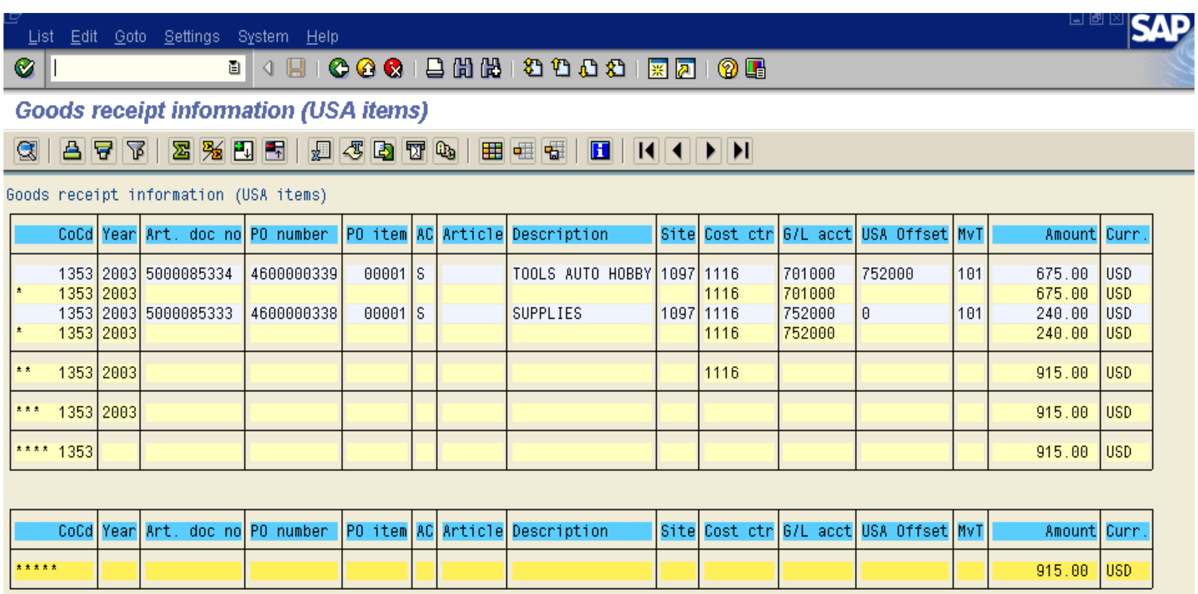
On the selection screen, simply enter the Company Code (MWR ONLY), and enter "S" in the Account Assignment Category field. ALWAYS remember to enter the date range of the month you are working in. For example, if you are reviewing July 2001 USA purchases, enter the Posting Date (article doc) range of 07/01/01 to 07/31/01. If you want to search more specifically, you can enter a USA Offset Account (the offset account that would be used for setting up the receivable entry) specific posting date, cost center, general ledger account originally entered at time of Purchase Order creation.

After selecting the appropriate criteria, hit "execute"



CoCd	Year	Art. doc no	PO number	PO item	AC	Article	Description	Site	Cost ctr	G/L acct	USA Offset	MvT	Σ	Amount	Curr.
1353	2003	5000085334	4600000339	00001	S		TOOLS AUTO HOBBY	1097	1116	701000	752000	101		675.00	USD
										701000			•	675.00	USD
		5000085333	4600000338	00001	S		SUPPLIES	1097		752000	0	101		240.00	USD
										752000			•	240.00	USD
									1116				••	915.00	USD
	2...												•••	915.00	USD
1353													••••	915.00	USD
													•••••	915.00	USD

This report is easier to read if you display it using the print preview button .

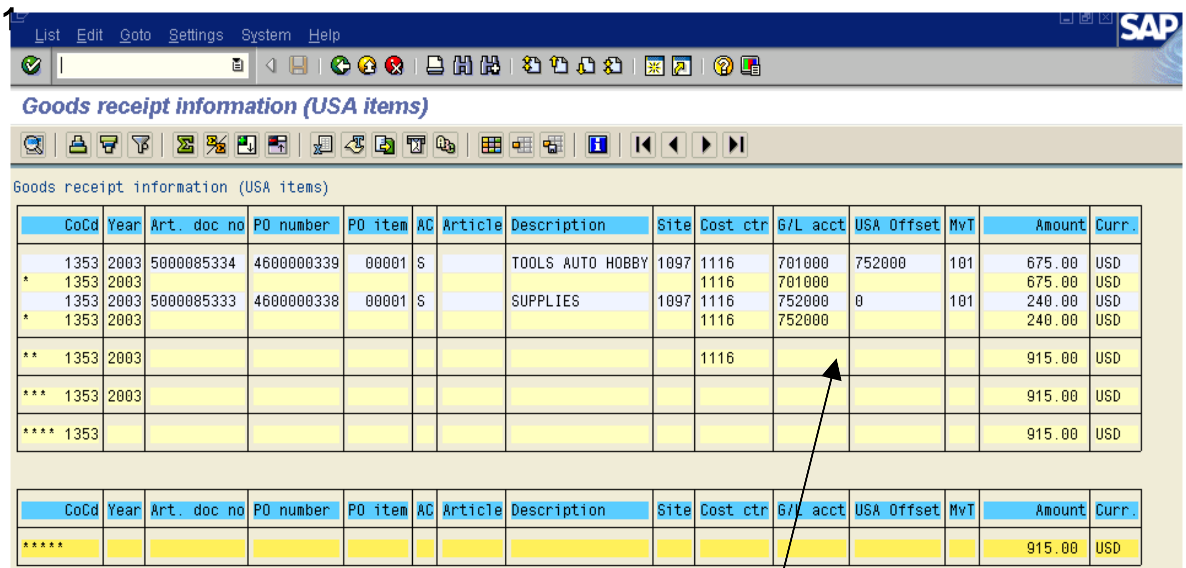


CoCd	Year	Art. doc no	PO number	PO item	AC	Article	Description	Site	Cost ctr	G/L acct	USA Offset	MvT	Amount	Curr.
1353	2003	5000085334	4600000339	00001	S		TOOLS AUTO HOBBY	1097	1116	701000	752000	101	675.00	USD
* 1353	2003								1116	701000			675.00	USD
1353	2003	5000085333	4600000338	00001	S		SUPPLIES	1097	1116	752000	0	101	240.00	USD
* 1353	2003								1116	752000			240.00	USD
** 1353	2003								1116				915.00	USD
*** 1353	2003												915.00	USD
**** 1353													915.00	USD

CoCd	Year	Art. doc no	PO number	PO item	AC	Article	Description	Site	Cost ctr	G/L acct	USA Offset	MvT	Amount	Curr.
*****													915.00	USD

It is important to note that on the Purchase Order, the Facility Manager or Procurement staff should enter the appropriate general ledger expense account for the initial expenditure. Do NOT enter the USA Offset account (752000) on the Purchase Order (if you do you will receive an error!). The report shown above will "PROPOSE" the offset account that should be used if the receivable was set up.

As you can see from the example, an error was made by the individual creating the Purchase Order (they used the USA Offset General Account number). As a result, the system CANNOT propose the USA Offset account because the error was made. This error should be resolved as soon as possible. To resolve the error, the goods receipt should be reversed (see Section 2: Goods Receipt – Transaction Code MB01 Movement Type 102). The Purchase Order should be corrected (entering a GOOD general ledger account number), then the goods receipt should be redone as well!



Goods receipt information (USA items)

CoCd	Year	Art. doc no	PO number	PO item	AC	Article	Description	Site	Cost ctr	G/L acct	USA Offset	MvT	Amount	Curr.
1353	2003	5000085334	4600000339	00001	S		TOOLS AUTO HOBBY	1097	1116	701000	752000	101	675.00	USD
* 1353	2003								1116	701000			675.00	USD
1353	2003	5000085333	4600000338	00001	S		SUPPLIES	1097	1116	752000	0	101	240.00	USD
* 1353	2003								1116	752000			240.00	USD
** 1353	2003								1116				915.00	USD
*** 1353	2003												915.00	USD
**** 1353													915.00	USD

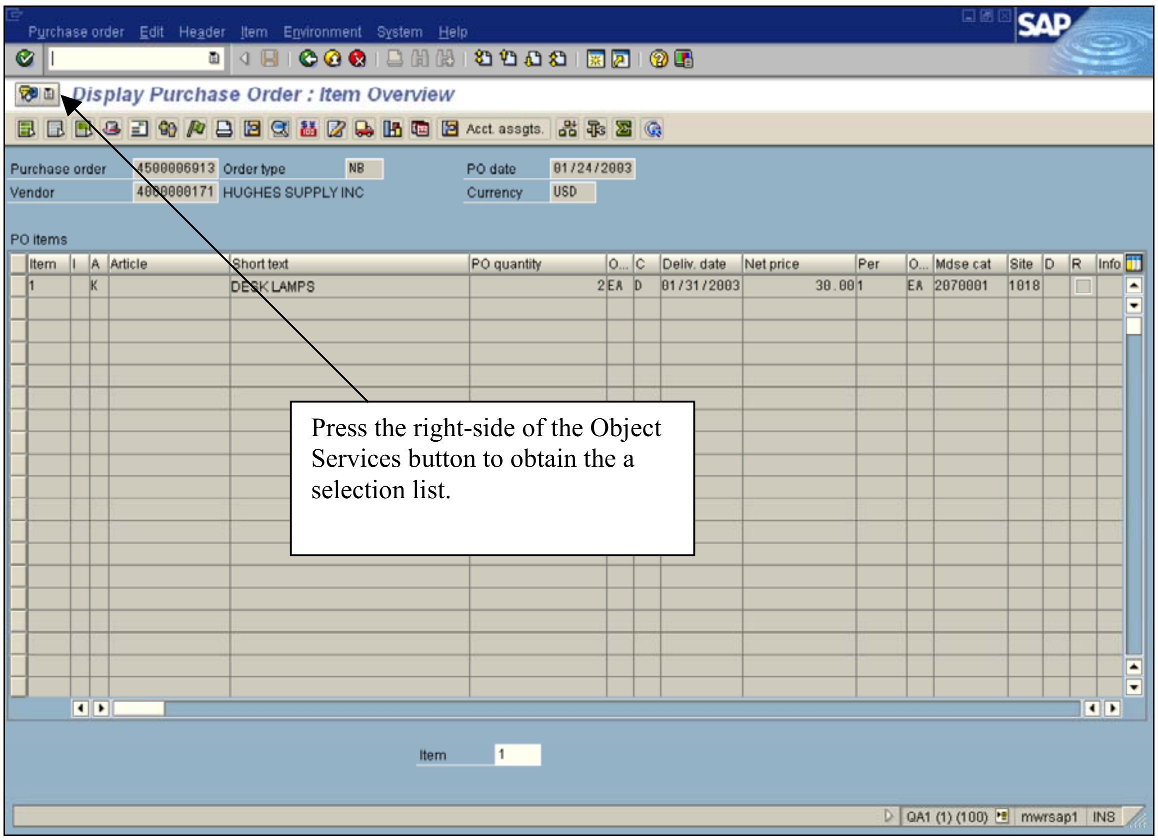
CoCd	Year	Art. doc no	PO number	PO item	AC	Article	Description	Site	Cost ctr	G/L acct	USA Offset	MvT	Amount	Curr.
*****													915.00	USD

The USA Offset General Ledger Account Number was used instead of the general expense account.

Displaying Archived Images of Purchasing Documents

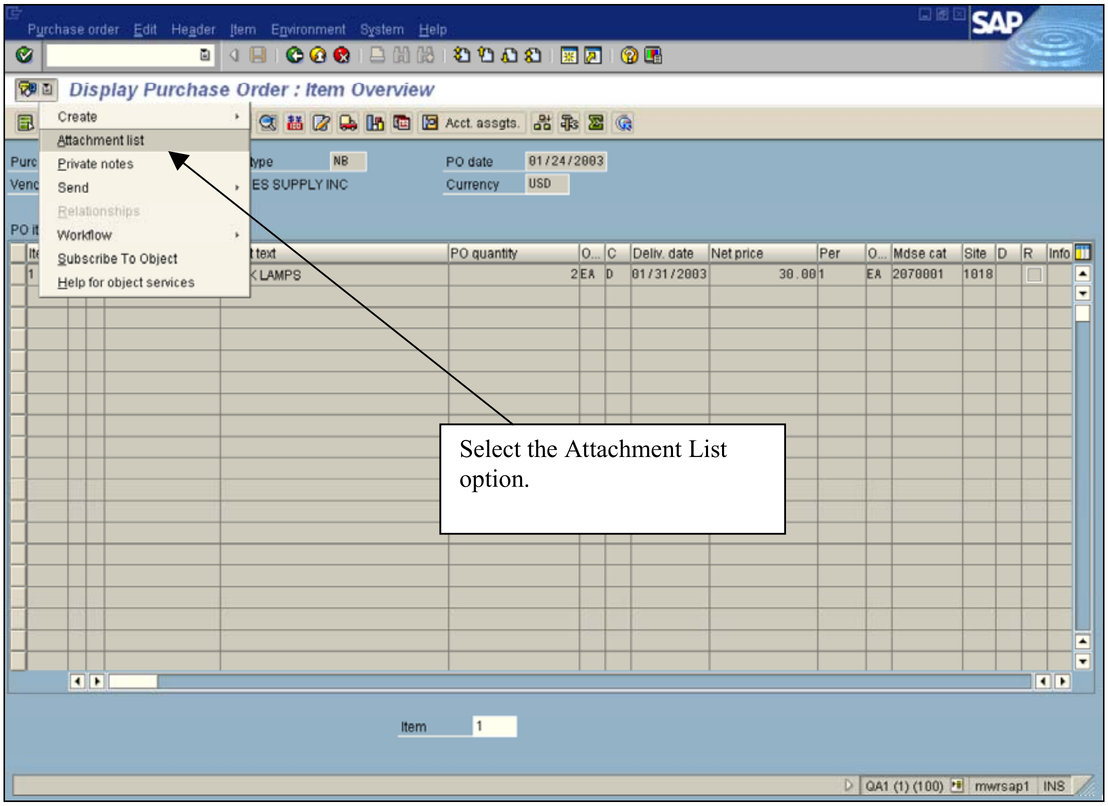
In version 4.6C, it is now possible to view an image of virtually all correspondence output from SAP. This includes purchasing document such as purchase orders, delivery orders, contracts/BPAs and RFQs.

The most practical way to find an archived image of a purchasing document is to navigate to the relevant purchasing document display overview screen (t-code ME23 for purchase orders, ME33K for contracts, ME43 for RFQs).

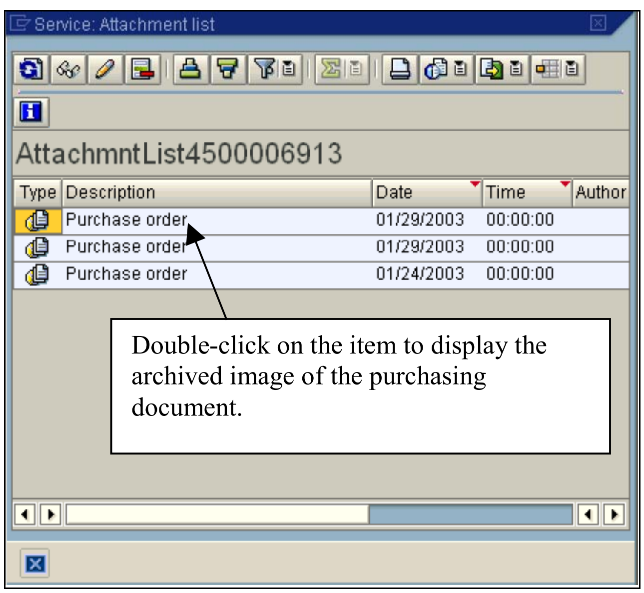


Once the document is displayed, press the right-side of the Object Services button to obtain a selection list.

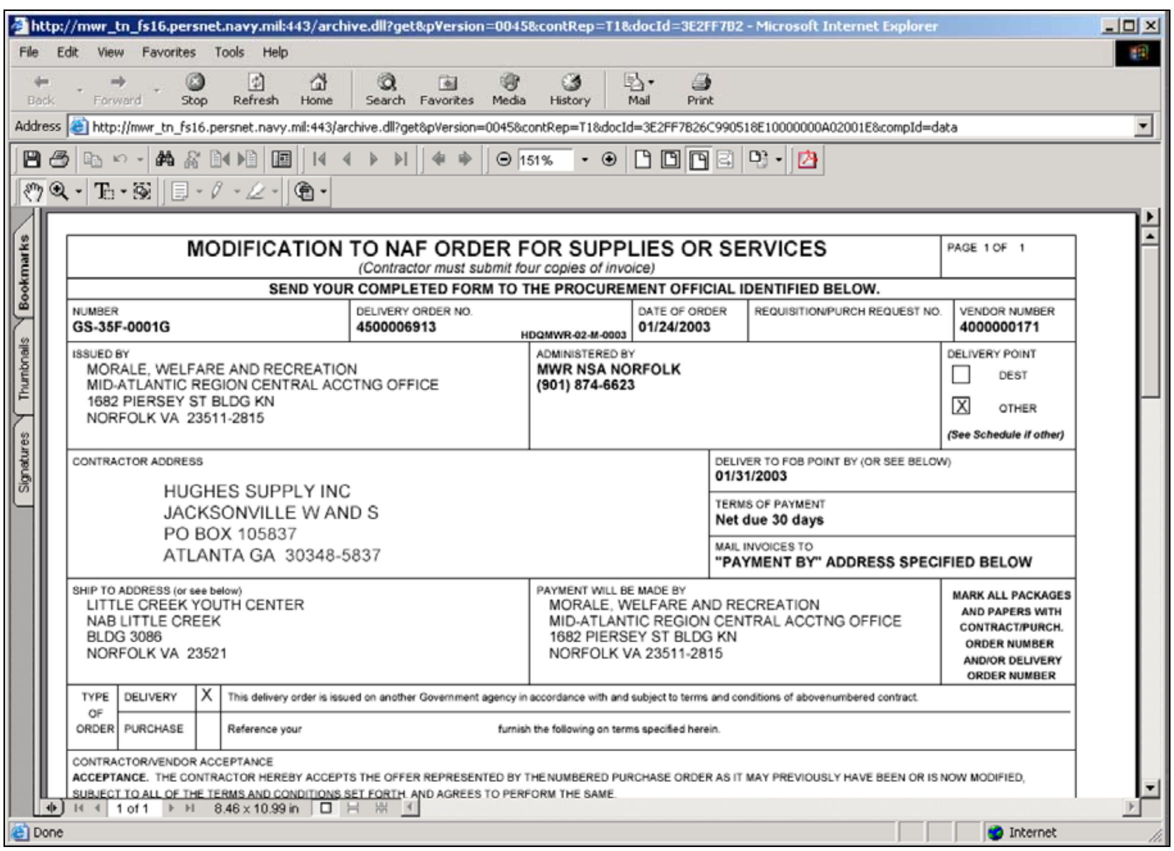
The selection list for Object Services is shown below.



By choosing the Attachment List option, a pop-up window will appear that contains all archived images that have been attached to the selected purchasing document. Multiple attachments indicate that the purchasing document has been changed and re-printed multiple times.



Once the item is selected, SAP will launch the viewer. For archived images the viewer is generally going to be Adobe Acrobat (via Internet Explorer) since each image is stored as a Portable Document Format (PDF) file.



MODIFICATION TO NAF ORDER FOR SUPPLIES OR SERVICES

(Contractor must submit four copies of invoice)

PAGE 1 OF 1

SEND YOUR COMPLETED FORM TO THE PROCUREMENT OFFICIAL IDENTIFIED BELOW.

NUMBER	DELIVERY ORDER NO.	DATE OF ORDER	REQUISITION/PURCH REQUEST NO.	VENDOR NUMBER
GS-35F-0001G	4500006913 HDQMWR-02-M-0003	01/24/2003		4000000171

ISSUED BY
MORALE, WELFARE AND RECREATION
MID-ATLANTIC REGION CENTRAL ACCTNG OFFICE
1682 PIERSEY ST BLDG KN
NORFOLK VA 23511-2815

ADMINISTERED BY
MWR NSA NORFOLK
(901) 874-6623

DELIVERY POINT
☐ DEST
☒ OTHER
(See Schedule if other)

CONTRACTOR ADDRESS
HUGHES SUPPLY INC
JACKSONVILLE W AND S
PO BOX 105837
ATLANTA GA 30348-5837

DELIVER TO FOB POINT BY (OR SEE BELOW)
01/31/2003

TERMS OF PAYMENT
Net due 30 days

MAIL INVOICES TO
"PAYMENT BY" ADDRESS SPECIFIED BELOW

SHIP TO ADDRESS (or see below)
LITTLE CREEK YOUTH CENTER
NAB LITTLE CREEK
BLDG 3086
NORFOLK VA 23521

PAYMENT WILL BE MADE BY
MORALE, WELFARE AND RECREATION
MID-ATLANTIC REGION CENTRAL ACCTNG OFFICE
1682 PIERSEY ST BLDG KN
NORFOLK VA 23511-2815

MARK ALL PACKAGES AND PAPERS WITH CONTRACT/PURCH. ORDER NUMBER AND/OR DELIVERY ORDER NUMBER

TYPE OF ORDER			
	DELIVERY	X	This delivery order is issued on another Government agency in accordance with and subject to terms and conditions of abovenumbered contract.
	PURCHASE		Reference your furnish the following on terms specified herein.

CONTRACTOR/VENDOR ACCEPTANCE
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

All of the functions of Adobe Acrobat are now available to use, including printing, saving and emailing. It is recommended that Adobe Acrobat version 5 be installed on the client computer (although version 4 will also function correctly).